



Job Description	
<b>Job Title:</b>	Office Administrator - QATAR
<b>Reports To:</b>	Head of Event Logistics- QATAR
<b>Direct Reports:</b>	N/A
<b>How To Apply:</b>	Send your CV to <a href="mailto:hr.qatar@match-hospitality.com">hr.qatar@match-hospitality.com</a> with subject line "Office Administrator position"

<b>External Relationships:</b>	MATCH Hospitality Worldwide Offices, Visitors, Customers, Suppliers, Facilities Management (Tornado Tower), QFC Client Services and not limited to any other local organisation/s and/or partners in Qatar.
<b>Internal Relationships:</b>	MATCH Hospitality Doha – All Departments and Senior Management

<b>Job Summary:</b>	The Office Administrator will be part of the MATCH Hospitality Qatar team. The candidate responsible for the general administration of HR and Admin. Effectively coordinate the day to day office and HR administrative functions required to ensure the seamless running of the MATCH Hospitality Qatar Office, for the FIFA World Cup Qatar 2022™.
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Key Accountabilities	
<b><u>Office Administration:</u></b>	
<ul style="list-style-type: none"> <li>• Monitor access to the property and allow entry to the premises where applicable.</li> <li>• Receive Guests, inform the related staff member that a visitor has arrived and either direct to the office, Boardroom, or tea point area.</li> <li>• Responsible for answering the telephone, directing calls, taking messages, and providing information for clients and customers, phones must always be monitored and answered within 3 rings. A roster must be implemented and managed to ensure reception is covered at lunch time.</li> <li>• Monitor the stationery stock and compile orders for approval.</li> <li>• Monitor stock of drinks and other supplies for the boardroom and compile orders for approval.</li> <li>• Source suitable caterers for supply of boardroom snacks and lunches.</li> <li>• Monitor stocks of the supplies for the office and compile orders for approval.</li> <li>• Responsible for all liaison with service providers such as cleaning, plants, refuse removal and any others that maybe appointed in relation to the upkeep of the office premises.</li> <li>• Manage the boardroom diary. implement an online calendar and manual booking process.</li> <li>• For all the client and customer meetings, prepare the boardroom/kitchen with the relevant refreshments, stationery, and any other supplies required.</li> <li>• Maintain a list of all the contacts related to the provision of services, the municipality and other entities related to the running of the office.</li> <li>• Maintain a list of all staff contacts globally and locally and communicate revised list when necessary.</li> <li>• Responsible for communicating all Qatar office updates to Qatar Staff, and where relevant to the other MATCH Hospitality offices.</li> </ul>	



- Monitor the general adherence to the HR and Admin policies and notify if there is a major issue to be raised.
- Receive, open and/ or distribute post.
- Implement a process for the receipt, authorization, payment, and filing of invoices related to office expenditure.

**Human Resources:**

- Supporting the HR Department in the delivery of a proactive and efficient HR service.
- Supporting with all aspects of recruitment, screening and selecting.
- Organize advertising, interviewing and selection process.
- Setting up interviews with potential candidates.
- Pre-employment checks
- Referencing
- Managing starters, leavers, and associated administration
- Providing new employees with telephones, sim cards, notebooks, setting up e-mail accounts and notebooks with the help of IT specialists
- Preparing of documents.

Maintaining a positive team culture where all members work in collaboration and support each other as required

**Stakeholder Management:**

- Maintain sound professional relationships with the Employees, Supreme Committee, Q22, FIFA, Host City municipalities and other officials and stakeholders relating to all Official Hospitality Programme.

**General**

- The candidate will act in compliance with MATCH Hospitality contract terms, policies, and procedures
- Due to the nature of the business you will be required to work long hours and at weekends as required
- This is an evolving position that will develop over time. The nature of these events is such that it may be necessary to amend or add to your responsibilities as we get closer to the event and you may be required to perform any task that is allocated to you, specific to the projects at hand.

**Knowledge, Skills and Experience**

**Essential Experience:**

- Experience in managing the day-to-day administration of an office including new starters and HR admin
- Experience in interacting with exacting, high profile clients and VIP guests.
- Experience in working in a multi-cultural organisation and with international stakeholders such as Government Organisations.

**Essential Skills:**

- Ability to work calmly under pressure and meet multiple deadlines
- Meticulous attention to detail
- Flexible in a constantly evolving environment with good proactive problem-solving skills



- Strong time management skills
- Strong administration and IT skills including Microsoft Office and Cloud based Programmes
- Ability to understand and extract relevant data and information from large spreadsheets
- Strong verbal and written communications skills
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**Desirable:**

- Relevant University/ College Degree strongly desired
- Fluent in both written and spoken Arabic and English
- Experience of working in Qatar or GCC region