

ADMINISTRATOR ASSOCIATE QUESTIONNAIRE

SW/HRD/QAS/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Undertake various office duties such as receiving, and operating mail, establishing and maintaining files of correspondences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Deals with secretarial works and appointments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Provides information regarding catering which involves reservation prices etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Prepare invoices, collect payment and issue receipts for the same and also follow – ups pending payment for functions and cake orders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Prepare monthly reports end invoices for departmental and official functions and arranges to get the expenses claim form from the department concerned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Receives and answers queries by telephone or directly from individuals and direct such queries to the appropriate area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Prepares poster, files artwork and post whenever necessary and obtains final design and arranges for printing and dispatching the same.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Can performs related duties as assigned such arranging for maintenance of office equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	Responsible for making maintenance work request and mail the approved one to the maintenance department for their appropriate action.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Prepare monthly statistic, reports and survey reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	Prepares and maintains approved documents in computer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	Maintain stationary stores, issue materials as per approved request.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	Maintain adequate supplies for first aid items.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	Can performs any other duties required by the Administration.					