HBC	JOB DESCRIPTION	Effective Date: 14 January 2026	
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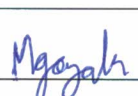
JOB TITLE	Logistics Secretary
DEPARTMENT	Logistics Department
REPORTS TO	Logistics Manager

QUALIFICATION

- School diploma; a diploma/degree in business administration
- Microsoft Office Literacy, especially Excel, Word, and Outlook
- Basic understanding of logistics documentation, including delivery notes, shipment documents, purchase requests, invoices, and related records.

KEY RESPONSIBILITIES

- Provide administrative support to the Logistics Manager and department team.
- Prepare and maintain logistics-related documentation, records, reports, correspondence, and files.
- Maintain records of machinery, including usage, servicing, repairs, and operating hours.
- Maintain accurate vehicle records, including registration, insurance, servicing, and inspection dates.
- Monitor vehicle usage, mileage, & fuel consumption.
- Maintain an updated inventory of all company camps, vehicles, machinery, and equipment.
- Coordinate communication between the Logistics Department and other departments, suppliers, transporters, and service providers.
- Assist in preparing monthly logistics reports, invoices, and summaries.
- Maintain organized physical and electronic filing systems.
- Handle confidential departmental information and ensure documents are properly controlled and accessible to authorized personnel.
- Coordinate with internal departments and external suppliers/service providers to facilitate smooth logistics operations.
- Assist the department manager and team with administrative tasks and special projects.
- Perform other duties assigned by the department head.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	Mary Grace Gonzales	Mouhanad Al Halabi
Signature		
Date	14 January 2026	14 January 2026