

## Camp Officer

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Company: Archirodon Construction

Location: Saudi Arabia

Category: other-general

### Job Description

We are constantly growing and are currently looking for **Camp Officer** to join our knowledgeable Administration team in Saudi Arabia.

Would you like to be part of a dynamic EPC leader with global presence We'd like to meet you. Join our worldwide journey. Build on something that matters!

#### What you will need to do:

Acts as main point of contact for employee queries related to camp issues and services.

Responsible for the cleanliness, safety, catering, security, and maintenance of the camp.

Ensures proper and uninterrupted function of all camp activities inclusive of the following:

- Daily water supply of the camp.
- Clearance of sewage water from septic tanks.
- Waste disposal according to HSE standards and local Health Regulations.
- Periodic pest control treatments are in place for camps.
- Utility control and coordination.

Ensure smooth operation in the camp by solving daily problems and / or escalate to the Facility Manager issues as they arise.

Record incoming and outgoing camp occupants upon arrival / departure and make

necessary accommodation arrangements.

Compose list of absent employees under camp and forward to Facility Manager.

Maintain spare keys for all camp rooms and portacabins doors.

Maintain record of attendance of camp personnel.

Organize monthly welfare meetings, act as the point of for any welfare related issue.

Inspects monthly all camp areas and reports relevant findings

Perform any other related duties as assigned.

## **Qualifications**

### **What you will need to have:**

Bachelor's degree in Business Administration, Facility Management, Real Estate, or relevant studies (highly preferred from a recognized/ reputed University)

Minimum 10 years of relevant experience, with 5+ years' experience in a similar position in MENA region.

Demonstrated experience in camp and catering supervision role, preferably in the construction industry.

Excellent command (written and oral) of the English.

Strong computer skills and knowledge of common programs such as Microsoft Office etc.

## **Additional Information**

### **You are someone who:**

Punctual, Committed and Hardworking (i.e., good work ethics).

Has excellent organizational skills.

Ability to solve problems combined with a positive and can-do attitude.

A good team player with ability to work independently and prioritize multiple assignments.

Reliable, responsible, and organized with a close attention to detail.

Excellent interpersonal skills

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