

JOB DESCRIPTION  
Facility Assistant

Under the lead and with the support of the Operations Supervisor, the general and specific responsibilities of Employee shall include, but not be limited to, the following:

**1. General Responsibilities:**

- a. Provide scrupulously honest and ethical, management-level direction and leadership to Employer and all of the European, Middle Eastern, African, Caribbean and Asia Pacific business units and subsidiaries of Timeline or Group companies and shareholders, including Timeline GM B.V.
- b. Staff all positions reporting to you with excellent professionals who are fully proficient and effective in their roles;
- c. When authorised to do so, Represent Employer and EMEA AP in its dealings with customers, prospects, vendors, employees, candidates for employment and representatives of government agencies; to a level as authorised to do so.
- d. Demonstrate behaviour and require the same of all employees reporting to you that at all times comports with all of the provisions of Employers Code of Business Conduct and Ethics.
- e. Ensure that every employee reporting to you is fully aware of his/her responsibilities under the EU Foreign Corrupt Practices Act (the “Act”) and that all EMEA AP business activity comports fully with the requirements of the Act;
- f. Interact effectively with Timeline employees and agents outside of EMEA AP; and
- g. Grow EMEA AP’s business in a profitable and fully sustainable fashion.

**2. Specific Performance Requirements:**

- a. Directly conduct Facility Cleaning and other related activities required to meet the employers needs to conduct business.
- b. Assist Recycling and Warehouse & Logistics Operations required to meet the employers needs to conduct business.
- c. Assist in the Execution warehouse activities at both employer owned and by employer assigned customer warehouses.
- d. Initially Employee shall be individually responsible for achievement of their activities and additional work hours the Employer shall assigns as per the business needs.



- e. All accounts need to be assigned in writing by the Employer and shall have to be renewed annually with the bonus plan or amended as per the notification period.
- f. Ensure that all sales, procurement, service and recycling systems are well maintained and current; and,
- g. Be an active, positive team member who is seen by all as a strong contributor to the overall team performance.
- h. Without the prior written consent of Employer Managing Director, Employee will not perform any other work for pay during his employment term, nor will he, alone or with others, directly or indirectly, establish or conduct a business that is competitive with Employer's business, whatever its form, or take any financial interest in or perform work for such a business, whether or not for consideration.