

JOB DESCRIPTION
Administration Assistant

Under the lead and with the support of the Manager Finance, 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 and Asia Pacific business units and subsidiaries of Timeline Global Management B.V or shareholders and Group Companies including Timeline Global Holding B.V., Timeline Global Telecom Solutions B.V. and other Group companies that may be acquired or established.
- b. Staff all positions reporting to you with excellent professionals who are fully proficient and effective in their roles;
- c. Represent Employer and EMEA AP in its dealings with customers, prospects, vendors, employees, candidates for employment and representatives of government agencies;
- 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 of the group; and
- g. Assist in the tasks to grow Timeline's business in a profitable and fully sustainable fashion.

2. Specific Performance Requirements:

- a. Directly conduct and assist in daily administration tasks of the Timeline Group as need to support the business activities of the Employer
- b. Directly assist the group in the support of Sales & Purchasing activities to support sales, service, inventory and other commercial activities on assigned accounts as needed by the Employer
- c. Assist in the provision of customer support activities, including out of hours support as per the business needs.



- d. Assist in the Sales and Purchasing Team to develop the assigned customer base for Timeline;
- e. Assist in the sales and purchasing funnel from prospect identification to sales closing and after sales and purchasing management;
- f. Participate in exhibitions, seminars and other corporate events;
- g. Ensure that all financial, Warehouse, sales and procurement systems are well maintained and current; and,
- h. Be an active, positive team member who is seen by all as a strong contributor to the overall team performance.
- i. 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.