



Augustus Candidate Profile

| | |
|----------------------------|--|
| Job Role | Operations Executive |
| Location | Riyadh, Saudi Arabia |
| Job Classification | Full Time |
| Salary | Competitive |
| Years of Experience | 1-2 year |
| Role | <p>An enthusiastic, ambitious person looking for a career in the media industry with a business administration or finance qualification.</p> <p>The job is responsible for providing effective leadership in financial management, office management and administrations tasks of the company.</p> |

JOB DESCRIPTION

An Operations Executive manages the day to day operations of the office,procuring material and resources and securing compliance along with providing financial and administrative support to the company.

JOB TITLE: Operations Executive

REPORT TO: Country Manager KSA

KEY SKILLS REQUIRED :

- Qualification in Finance & Business Administration
- 1-2 years work experience in finance/admin role
- Knowledge of financial and accounting procedure
- Time management & organisational skills
- Knowledge of basic computer skills
- Excellent organisational & time management
- Analytical ability and aptitude in problem solving
- Ability to manage company's confidentiality

RESPONSIBILITIES :

- Manage accounts receivable and payable
- Reconcile Banking and Inter-company Balance
- Support in monthly Financial Reports
- Participate in financial audits
- Manage Visas, Medical & Social Insurances
- Review and process reimbursements
- Keep records of invoices and tax payments
- Manage Banking & Business Establishments
- Organize office operations and procedures on a daily basis
- Manage various office documentation and ensure timely renewal
- Provide support to visitors at the office and the staff
- Manage relationships with with vendors and track office purchases

PEOPLE :



- Assist in fostering a high performance led culture
- Bring along a positive, collaborative, ready to learn attitude at all times
- Develop SMART performance objectives alongside your line manager
- Promoting Augustus as a great place to work, ensuring positivity is championed and your team feels prepared to live out the 3 core values

PROFESSIONAL DEVELOPMENT

- Build on your emotional intelligence and self-awareness
- Grow your presence in the industry, including relationships within agency partners and industry bodies to support professional stature
- Complete mandatory training

ABOUT AUGUSTUS

The consumption of media is ever present, yet the mediums and the means are ever evolving. We are a 'New Media' company, born in one of the most dynamic and vibrant cities in the Middle East. Our vision is to establish and maintain a 'New Order' of media advertising with data and content at the heart of everything we do.

Augustus is a Middle Eastern digital media company based in Dubai and Riyadh and has been designed to adapt and evolve to this perpetually changing media environment. Our mission is to be the 'New Media' company of choice in the Middle East by generating profitable growth through innovation and breaking the mold in marketing communications.

Values

We understand that achieving our mission is based upon strong values and we have identified three that sit right at our core.

- **Ingenuity:** There is a bit of genius in everything we do. We take pride in our creative originality.
- **Tenacity:** Good things come to those who work for them. We always persevere and persist.
- **Velocity:** High level performance is about speed and momentum. We are fast and agile in how we think, operate and how we act