



PENDIN CEMENT AUTHORITY LIMITED

(An ISO 9001: 2015 Certified Company)

"Construct With Confidence"

ToR for Associate Business Analyst [Corporate Strategic Office]

1. Compile, Review, and release of business reports including annual reports
2. Focal person for Risk Management: Monitoring overall risk of the company and take care of the board risk management committee
3. Focal person for Annual Compact: Look after the annual compact and quarterly review with Management, Board and DHI.
4. Manage Monthly physical and financial data and submit to the management and board, if necessary, on monthly basis.
5. Review, plan and monitor corporate strategic plans.
6. Review of policies, guidelines and SOPs developed by departments and divisions
7. Conduct business analytics and business development initiatives
8. Provide technical and business assistance to the management.
9. Performance review and declaration of performance achievement
10. Analyse process issues and bottlenecks to improvements
11. Gather and analyse data for possible business expansion and decision making
12. Assist in evaluating existing business and operational processes.
13. Support initiatives aimed at improving productivity, cost optimization, and process efficiency.
14. Perform any other responsibilities that may be assigned by the management.