


<b>Events &amp; Front Office Administrator</b>		<b>Ad No:</b>	<b>ABT 05 / 21</b>	<b>Rev #</b>	<b>1.0</b>	 <small>AQUABIO TECH GROUP</small>
<b>Prepared By:</b>	<b>MJG / MVR</b>	<b>Expected Start Date:</b>		<b>Q1 2021</b>		
<b>Approved By:</b>		<b>Last Revision Date:</b>		<b>09-Dec-20</b>		<small>\\Filesrv\hr\HRAdminFiles\HRDocu ments\HumanResources\JobAdverts\ 2021\ABTG--Events&amp;FrontOfficeAdm inistrator-09-Dec-20.docx</small>

## Immediate Vacancy

### Events & Front Office Administrator

A multi-functional role has arisen within the **AquaBioTech Group** for a candidate to provide a variety of supporting and leadership activities within the Marketing and Business Development Department as well as the Administration Department of the **AquaBioTech Group**. Roles include actions such as the organisation and coordination of all exhibitions and scientific conferences that the company attends, as well as being responsible for handling front office and administration duties. The candidate should be fluent in written and spoken English and ideally at least one other language.


#### Synopsis of position offered

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work as an Events & Front Office Administrator undertaking a variety of tasks within the Group's diverse portfolio of work.

The candidate will be primary involved in planning and organising the company's participation in international conferences, events, exhibitions, CSR activities as well as being responsible for handling front office and administration duties. The primary tasks include, but are not limited to:

- Organising local and international promotional events for the company and ongoing projects
- Liaising with contractors, agencies exhibitors during the event planning process
- Managing all event set-up and follow-up processes
- Maintaining event budgets
- Assessing the event's overall success and submitting reports
- Communicating with the marketing team to create marketing material for each event
- Supporting the day to day administrative operations (daily operational tasks, data management, clerical work, keeping inventory of stock for office supplies, communications with foreign clients and governmental departments etc.)
- Assisting with finance record keeping and data inputting while liaising directly with the Accounts department, ensuring the smooth running of the office, and maintaining an effective, organised and updated filing system.
- Receiving visitors; answering, screening and forwarding incoming phone calls; receiving deliveries etc.

Reporting directly to the Administration & HR Director, the position is demanding, requiring a person who is highly motivated and self-organised. The selected person must be prepared to work to very

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tight deadlines in isolated and multi-functional projects and in conjunction with a team of international staff based at our head-office in Malta, but also with our staff based in other countries.

### Qualifications Overview

A successful candidate is likely to have a solid background in corporate administration and/or events coordination, with educational and experience-based candidates encouraged to apply. Applicants must have sound knowledge of Microsoft™ Office and ideally Shireburn™ accounting software.

The selected candidate will have to speak and write English fluently. Knowledge of any other languages would be considered an asset, although not essential. The selected candidate must have a clear passport with no travel restrictions, no legal convictions held at any time and be in possession of a clean driving licence.

### Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

### Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at [www.aquabt.com](http://www.aquabt.com). Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted**. Questions about the application should be directed to the HR Department, on [hr@aquabt.com](mailto:hr@aquabt.com)