


Job Description		Ad No:	ABT 08 / 19	Rev #	1.3	 <small>\\Filesrv\hr\HRAdminFiles\HRDocuments\Job Adverts\2019\ABTG-FrontOfficeAdministrator-07-Aug-18.docx</small>
Prepared By:	PRS	Expected Start Date:		Q4 2018		
Approved By:	BoD	Last Revision Date:		07 - Mar - 19		

Immediate Vacancy

Front Office Administrator

A multi-functional role that requires a variety of jobs to be undertaken as and when work in a specific area arises. Other more constant roles include, coordination of the general office administration, collation, tracking and filing of documents and reports, communications with governmental departments and international clients, assisting in the accounting department of the company and international travel coordination etc. The candidate would also need to hold a clean driving licence.

Synopsis of position offered

A position within the [AquaBioTech Group](#) has arisen for a suitably qualified person to work as an Front Office Administrator undertaking a variety of tasks within the Group's diverse portfolio of work.

The primary task is to provide organised a well-run reception and support day to day administrative operations of the company. This can range from simple daily operational tasks, data management, clerical work, collation of documents, keeping inventory of stock for office supplies, communications with foreign clients and governmental departments.


Other tasks include, 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.

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 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, 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.

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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](http://www.aquabt.com) and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the [AquaBioTech Group](http://www.aquabt.com) 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 Director of Administration, on hr@aquabt.com