

Job Description		Ad No:	02 / 17	Rev #	1.2	 <small>C:\Users\SAH\Documents\ABTG File\ABT Admin Files\Advertising\Job Adverts\ABTG-OfficeExecutive-Jan- 17.doc</small>
Prepared By:	LCD	Expected Start Date:		Second Qtr 2017		
Approved By:	BoD	Last Revision Date:		15 - Jan - 2017		

Immediate Vacancy

Office Executive

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, filing of documents and reports, communications with governmental departments and international clients, assistance in human resource issues, international travel coordination, purchase management and shipping logistics. The candidate should be fluent in written and spoken English and ideally Maltese. Knowledge of other languages, such as Arabic, Russian, Chinese and another Asian Language, such as Thai or Korean would be ideal, but not essential. The candidate would also need to hold a clean driving licence.

Key Words: Multi-functional role; office administration; communications; government departments; international clients; logistics and shipping.

SYNOPSIS OF POSITION OFFERED

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work as an Administration Executive undertaking a variety of tasks within the Group's diverse portfolio of work.

The responsibilities of the selected candidate are to be divided into a number of distinct areas of work, although briefly described as undertaking the development and management of various internal projects and assignments that are contracted to the **AquaBioTech Group** as well as internal management requirements.

1. The primary task is to provide assistance to the Administration Director in all aspects of the day to day administrative operation of the company. This can range from simple daily operational tasks, through to the preparation of marketing material, speaking with foreign clients and arranging travel itineraries.
2. Another significant task is to assist in the general administration coordination of the various EU funded and privately funded projects the company is engaged with, and in conjunction with other technical staff in the projects.

Reporting directly to the Administration and Technical 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

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conjunction with a team of international staff based at our head-office based in Malta, but also with our staff based in other countries.

The selected candidate will have a number of assignments to develop and work on in juxtapose, but will also be expected to become involved in the overall marketing and promotion of the **AquaBioTech Group**'s services so as to ensure that a continuous stream of work comes into the company.

Qualifications Overview

A successful candidate is likely to have a solid background in corporate administration, preferably with at least an B.Sc. level of education, although experience based candidates are encouraged to apply.

The successful candidate will be offered a long-term, fixed-term contract with the company. The selected candidate will have to speak and write English fluently, ideally Maltese, but not essential, and either Russian and/or Arabic or an Asian language such as Chinese, Korean or Thai.

The selected candidate is likely to be over twenty-five (25) years of age, 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 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 low cost of living in Malta and will 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. 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 Director of Administration, on admin@aquabt.com