

Reception/Administration Assistant

An entity within the Archdiocese of Malta is seeking to recruit a Reception/Administration Assistant on a full-time basis. The successful applicant will be responsible for a variety of administrative and clerical tasks. S/he will provide support to the managers and employees, assist in daily office needs, as well as manage the entity's general administrative activities.

The ideal candidate must:

- Have proven work experience as a Receptionist/Administrative Assistant
- Be proficient in MS Office (MS PowerPoint and MS Excel in particular)
- Have a professional attitude and appearance
- Possess excellent written and verbal communication skills
- Have excellent time management skills and be able to prioritize work
- Possess strong organizational skills and be able to multi-task

Interested persons are to submit the following to hr@maltadiocese.org by not later than 11 February 2024:

- A letter of application
- A detailed CV
- A scanned copy of certificates
- Name and email address of two referees