

Vacancies

Our Client, a furniture manufacturer and importer, requires smart, honest, reliable and hardworking personnel in the following fields:

Post: Office Administrator

Job Ref: OA/01/2021

Qualifications: At least O level standard, proficient use of MS Applications, fluently understands, read and write in Maltese, English and Italian.

Experience: 5 years in a similar post with knowledge of book keeping

Salary offered: The right remuneration package is being offered

Sector: Furniture manufacturing and Imports

Roles and Responsibilities:

- a) General office administration work (Filing, answering the telephone, company emails, manage MD's diary, archiving, etc.)
- b) Set appointments for Senior management
- c) Assist in After Sales service
- d) Assist Marketing in maintaining presence on Social Media
- e) Assist the Purchasing Department
- f) Assist during Incoming Goods inspection
- g) Prepare statistics as required
- h) Book keeping, data entry and payment preparation
- i) Assist in establishing sales prices and costings
- j) Give a helping hand to the sales team as required
- k) Attending meetings in Malta with foreign suppliers to take minutes and assist as required
- l) May need to travel abroad to assist in meetings with foreign suppliers
- m) Place orders with foreign suppliers
- n) Take care of back-ups

Personal traits:

- a) Must be a positive thinker/person
- b) Courteous, disciplined and well mannered
- c) Organised with good time management skills

The ideal candidate must have a sound technical background and knowledge of the furniture industry.

- Please submit a short covering letter and your detailed CV to: emidio.friggieri@gmail.com quoting the Job reference number in the subject
- Soliciting will automatically disqualify your application
- Please submit your application by not later than 14th May 2021