

**Job Title:** Office Administrator

**Company:** KPH Group      **Department:** Administration

**Position Type:** Full Time            **Reporting to:** General Manager  
                                  Part-Time        
                                  Reduced     

**Job Purpose:**

The Office Administrator is responsible for supporting the General Manager and executing different administrative tasks, specifically related to reports, organization, and filing.

**Key duties and responsibilities of the role:**

- Providing administration support to the General Manager and other team members
- Dealing with email enquiries and answering incoming calls; taking messages and re-directing calls as required
- General office management including issuing of purchase requisitions
- Data entry and Reporting
- Following up on any pending correspondences or documents
- Replacing the Cash Desk Officer / Receptionist when required
- Managing attendance of employees
- Handling of bulk orders and invoicing
- Following up on general matters as directed by the General Manager

**Core competencies, knowledge and experience:**

- An O level standard of education
- Must have good organisational skills
- Able to work in a busy environment
- Able to communicate efficiently with other team members
- Strong IT Skills, especially in MS Office
- Basic knowledge of ERP systems will be considered as an asset
- Fluent in both written and spoken Maltese and English
- Previous experience in administration or a similar post is a must

**Relationships (e.g. Procurement Department, Finance Department etc.)**

All departments within the Group

**Physical Conditions (e.g. Shift Work, Office hours etc.)**

Office hours (Monday to Friday)

To apply: Send your CV to Nadine Cilia on [kphhr@kphfeedmill.com.mt](mailto:kphhr@kphfeedmill.com.mt) with subject title 'Office Administrator'. All applications will be handled with strict confidentiality.

Deadline: **Monday 2<sup>nd</sup> December 2024**