

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 Michela Deguara on michela.deguara@kphfeedmill.com.mt with subject title 'Office Administrator'. All applications will be handled with strict confidentiality.

Deadline: **Monday 7th April 2025**