

Position: Administrative Executive**Department:** Administration**Employment Type:** Full-Time/Reduced Hours**Reports to:** CEO**Location:** Marsa

Job Purpose

To provide high-level administrative and coordination support to the CEO, ensuring the smooth operation of the cooperative. The Administrative Executive plays a pivotal role in maintaining organisational efficiency, supporting governance processes and structures and streamlined operations, managing effective communication with members and other stakeholders, and assisting with small-scale project management.

Key Responsibilities**Committee & Governance Support**

- Prepare agendas, documentation, and logistics for cooperative Committee meetings and other bodies meetings (including sub-committees and boards)
- Record, distribute, and follow up on meeting minutes and action items
- Ensure timely communication and tracking of decisions made by the Committee
- Provide administrative support as may be required

Member Communication & Relations

- Manage communication channels with cooperative members, official notices, circulars, and e-mail correspondence
- Coordinate and oversee the cooperative's social media presence and updates.
- Act as the primary contact for general member inquiries
- Manage and oversee specific member-related matters including farm insurance, health insurance and membership issues
- Coordinate member information sessions, workshops and training events
- Support the development of training resources and knowledge-sharing initiatives

Project Support

- Assist in the planning and coordination of small projects and initiatives

- Track project timelines, budgets, and deliverables to ensure successful completion
- Provide administrative and reporting support for ongoing projects

General Administration

- Maintain and update cooperative records, databases, and filing systems
 - Support compliance and reporting requirements as needed
 - Carry out other administrative duties to ensure efficient office operations
 - Assist in the planning and implementation of strategic initiatives
 - Liaise with internal and external stakeholders to ensure smooth communication
 - Managing a Customer Complaints and Suggestion System
 - Keep records and documentation of general matters and/or particular tasks
 - Perform other general tasks as may be required
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Core Competencies

- *Organisational Skills: Ability to manage multiple tasks and priorities efficiently, with strong attention to detail*
 - *Communication Skills: Excellent written and verbal communication in both Maltese and English; professional and diplomatic interaction with stakeholders*
 - *Project Coordination: Skilled in planning, tracking, and supporting projects from initiation to completion*
 - *Meeting and Event Management: Capable of organising meetings, preparing agendas, taking minutes, and coordinating logistics*
 - *Stakeholder Engagement: Ability to build and maintain strong relationships with board members, committee members, and farmer members*
 - *Problem Solving and Initiative: Proactive in identifying issues and proposing practical solutions*
 - *Confidentiality and Discretion: Trusted to handle sensitive information with integrity and professionalism*
 - *Digital Literacy: Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); comfortable with digital platforms and social media*
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Qualifications & Experience

Qualifications & Skills

- A Diploma in Business Administration, Management, or a related field will be considered an asset

- Strong interpersonal skills and ability to work both independently and collaboratively
- High level of professionalism and reliability
- Ability to adapt to a dynamic, member-focused environment

Experience

- Experience in an executive support, coordination, administrative role or office management
- Experience working with boards, committees, or governance bodies will be considered an asset
- Prior involvement in event planning or member engagement activities
- Familiarity with agricultural cooperatives or the farming sector (preferred, not essential)

What We Offer

We believe in creating a supportive and rewarding work environment. For this role, KPH offers:

- **Health Insurance** fully covered by the cooperative.
- **Performance Bonus** based on KPIs and contribution to quality objectives.