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Administration Officer

Description

This position calls for a versatile personality to serve as an Administration Officer at our Head Office:

Hiring organization

Abertax Quality Ltd

Date posted

2022-03-15

Responsibilities

- Monitoring day to day activities of the Administration team
- Liaising with third party service providers and suppliers
- Making payments through internet banking portals and online
- Compilation and submission of grant applications and claim forms
- Issuing of sales invoices
- Assisting management in the preparation of reports

Qualifications

- A degree level or equivalent standard of education and/or relevant experience in Administration management.
- Excellent personal communication skills
- Strong written and verbal communication skills in both Maltese and English
- Must be computer literate and able to use office applications
- Must be capable of working with minimal supervision, be motivated and possess a positive attitude