

<https://www.abertax.com/job/reception-clerk/>

## Hiring organization

Abertax Quality Ltd

## Employment Type

Full-time

## Job Location

Paola

## Date posted

2023-06-01

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# Reception Clerk

## Description

This position calls for a versatile personality to serve as Reception Clerk to our Head Office as well as assist a number of departments as required.

**Applicants are expected to have:**

- An O'level standard of education or relevant experience in administration
- 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 willing to work within different teams, be motivated and possess a positive attitude

**Responsibilities**

**The successful applicant will be involved in:**

- Answering and re-direct incoming calls
- Answering calls at the main door
- Distribution of incoming post
- Greeting guests and organize refreshments as appropriate
- Assist Accounts in scanning and filing of supplier invoices and payments
- Assist Purchasing with the scanning and filing of purchase orders