

Sun Lab Group *Job Offer*

We are seeking an **Administrative Assistant** to join our team.

The position performs advanced, diversified, and confidential secretarial and administrative duties requiring the knowledge of the ISO 17025 system, skill and knowledge of the Maltese tax system for companies

The candidate must be well organized, flexible and enjoy the administrative challenges of supporting an office of diverse programs.

Candidate responsibilities will include:

- Assist in the duties of the Internal Operations team
- Front office duties
- Logistic and operational support for commercial activities with Maltese economic operators
- Management of administrative support activities
- Operational support for the compilation / management of ISO 17025 system documents
- Effective contact with government offices to regulate tax / tax obligations as well as labor obligations with related opportunities / facilitations that the Maltese state offers to companies operating in Malta

Skills Required:

- Comfortable working in a team environment
- Strong time management skills with ability to multi-task and retain attention to detail
- Self-motivated, passionate, reliable and trustworthy
- Organised, efficient and proactive
- Comfortable working to tight deadlines
- Excellent verbal and written communication skills in Maltese and English
- Verbal and written communication skills in Italian will be considered an asset

Main responsibilities (not comprehensive of all tasks):

Schedules and maintains calendar of appointments, meeting and travel itineraries. Screens telephone calls and visitors; uses communication and interpersonal skills to greet customers and business partners.

Prepares/initiates correspondence, memoranda and reports. Assists in developing, implementing and monitoring internal business systems and procedures. Administers filing system and monitors and orders office supplies and common office purchases using purchasing account. Completes and submits vouchers, expense reports, and approves invoices for the department. Practices safety-conscious behaviors in all operational processes and procedures.

Contact us with an email at: info@sunlabgroup.com