

FRONT OFFICE PERSONNEL (CLERICAL OFFICER)

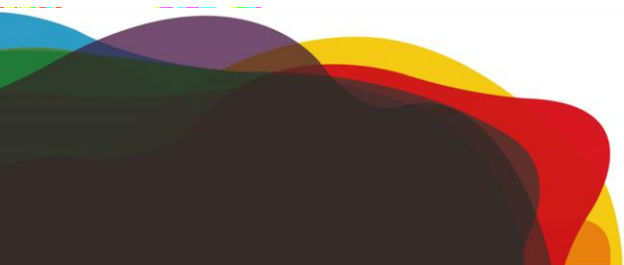
JOBSPPLUS PERMIT NUMBER: 204/24

Role

To assist the Esplora team in the administrative, operational and secretarial aspects of the various operational projects, logistics, daily running and events.

Duties

1. General clerical work, e.g. filing, photocopying, answering/making telephone calls;
2. Dealing with emails, reception desk duties, etc. under the supervision of a designated manager;
3. Supporting line-managers and colleagues;
4. Working as part of a team in delivering services;
5. Dealing directly with the public (phone, email, letter, over-counter, etc.) in support of services provided to them by Esplora;
6. Providing the highest quality standards in customer service;
7. Using Information Technology daily, e.g. word processing, spreadsheets, database, email and the Internet;
8. Maintaining high-quality records in a thorough and organised manner;
9. Checking all work thoroughly to ensure it is completed to a high standard;
10. Carrying out routine accounts work;
11. Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work;
12. Receiving stores, distributing, and sending various documents, material and mail assigned by Esplora Deputy Director or his/her delegates. Preparing photocopies, scans and collating documents as necessary;
13. Establishing and/or updating files, records and other documents;
14. Performing a variety of typing assignments, which include the drafting of correspondence, setting up of meetings, entering data, nametags, reports and/or other materials;
15. Assisting the Esplora Teams in maintaining and updating of records related to their units;
16. Handling of clerical and administrative duties in relation to assigned relevant projects;
17. Contributing positively to the achievements of Esplora's goals and objectives by participating as a productive member of Esplora's workforce;



18. Assisting in the public procurement process, including the compilation of Tender and 'Call for Quotation' documents, and the subsequent tasks related to Evaluation Committees where required;
19. Performing other job-related duties as assigned.

The above list is not exhaustive, and management may change or add tasks if and when required, and according to the exigencies of Science Malta and its subsidiaries.

Requisites

Three (3) MQF Level 3 passes (Grades 1 - 5), or higher with one (1) year work experience working in a customer-facing role.

Working Conditions

This position is on an indefinite basis with a salary of €21,984 per annum, and a yearly increment subject to good working performance:

- Career advancement opportunity;
- Opportunity for external training sponsorship;
- Parking Facility;
- Teambuilding activities.

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt by not later than **cob Friday 9th May 2025**. Late and/or uncomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the Science Malta Privacy Policy <http://xm.gov.mt/our-privacy-policy/>. You can withdraw your consent at any time by sending us an email through recruitment.xjenzamalta@gov.mt.

