



MALTA ENTERPRISE

Job Opportunity



Position Title	Administrator
Location	Malta Enterprise, Pieta'/Kordin Business Incubation Centre
Team	Business Development & Growth
Reporting Relationship	The postholder will report directly to the Business Development & Growth team leader
Jobsplus permit Number	895/2021

Malta Enterprise is looking for a responsible Business Development Administrator to provide office support to the Business Development team by:

- carrying out validation and verifications checks so as to confirm that support awarded by the Corporation is being and/or has been implemented in accordance with the respective approvals issued by the Corporation
- ensuring that records of any assistance awarded and granted are adequately maintained
- analysing, reviewing and processing any fiscal and financial records submitted by applicants and beneficiaries
- preparing reports on aid approved and granted as may be required by the Corporation
- carrying out administrative tasks as required and assist the Head of Business Development in ensuring the team's procedures are adhered to



Values

Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

Creativity

Develop an open and creative mindset that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

Customer-Centricity

Adopting a client centric mindset whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

Key Competencies

Minimum Required

- Creative thinking
- Challenge analysis
- Results oriented
- Flexibility
- Ability to follow instructions.
- Computer Literacy, including Office automation/software (word, spreadsheet, presentation)
- Attention to detail
- Team player
- Showing initiative
- Analytical skills
- Quick learner
- Effective communication
- Planning and organising
- Self-motivated



Minimum Requirements

The minimum requirements for this post are:

- Verbal and written proficiency (Level C) in English; and
- MQF L5 (Higher Diploma) in a business, administration or clerical studies + 1-year relevant work experience as an administrator or in a front desk, customer care environment entailing the processing of invoices/claims; or
- 4 years' relevant work experience as an administrator or in a front desk, customer care environment entailing the processing of invoices/claims;

Preference will be given to candidates that possess the below:

- MQF L5 (Higher Diploma); and
- Experience with office management tools; and/or
- State Aid regulations

Disclaimer: *This position description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties and responsibilities. These are subject to change as needed by management/work exigencies. Management may, from time to time, assign other duties/functions, provided that these are commensurate with one's qualifications, skills and aptitude.*