



Job Opportunity



Position Title	People & Culture Administrator
Main Location	Malta Enterprise, Pietà
Team	People & Culture
Reporting Relationship	The post holder will mainly report directly to the Team Leader
Salary Scale	A2

The Administrator will be responsible to develop and maintain strong relationships with internal departments and external stakeholders to ensure the smooth running of the People & Culture operations. The chosen candidate will prepare and follow-up onboarding, learning and development requests and other people experience related matters. The PCU Administrator will assist in the drafting and review of agreements and policies whilst identifying and putting into practice more efficient/effective methods of operation specific to one's duties/responsibilities.

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 mind-set 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 mind-set 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

Behavioural Dimensions

- Supporting & Coordinating

Work Aptitudes

- Outgoing and expressive
- Orderly and efficient
- Social and empathic

Minimum Requirements

- MQF L6 (Bachelors) in an HR related area, or
- MQF L5 (Diploma) in an HR related area and 2 years of HR related working experience
- 4 years experience in a relevant area

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.