

Office Manager/Executive Assistant



Sheltons Group, Malta

For our Malta office we are seeking an Office Manager/Executive Assistant; an ideal position for a person who has relevant experience in a similar position and is looking for new challenges in an international environment.

As an Office Manager/Executive Assistant you will play a key role in providing comprehensive administrative and organisational support to our team of professionals. Your role is crucial in ensuring the smooth functioning of daily operations, enabling our team to focus on strategic decision-making and business growth.

The ideal candidate will be highly motivated, detail-oriented, and a proactive individual who excels at multitasking.

If you are ambitious, have drive and want to develop your career in an international team, you may be our new Office Manager/Executive Assistant.

Sheltons is a specialist accounting and business advisory firm working exclusively with internationally operating businesses. We are very specialised in the areas of international tax advisory, international tax training and corporate services with offices located in Copenhagen, Malta, Sydney, London and Milan.

The Job

We are seeking an Office Manager/Executive Assistant with relevant experience gained in a similar role and professional environment, with a good level of education.

After a brief induction you will be responsible for effectively running the office on a day-to-day basis. You will be the 'go to' person when it comes to office related matters. As an office manager, you will be the first point of contact for our firm, answering phone calls and receiving visitors. Other responsibilities assigned to this role include handling post, organising couriers, maintaining the condition of the office, liaising with office suppliers, maintaining supplies of stationery and equipment, coordinating IT matters, assisting with social media and marketing management, organising social events and travel including booking flights and hotel, overseeing the recruitment of new staff, various office and ad hoc duties as assigned.

Your profile

The successful candidate has excellent communication skills, both written and oral along with a professional demeanour and presentation. You are enthusiastic, motivated, well organised, and able to multi-task, work well under pressure and have a good eye for detail. You have a positive, can-do attitude with a dynamic approach and the ability to use own initiative. You have worked at least 4 years in a similar role. You have good knowledge of general office software such as Word, Excel and Outlook. You enjoy

building and developing relationships and working in a dynamic team where the spirit of "everybody helps out" still pervades.

Knowledge of other languages, other than English, is considered very favourably.

Unique opportunity

If you enjoy an international environment and have a flair for English language, then this is the position for you. After an introductory period, you can expect a challenging position with the opportunity to use and broaden your skills.

At Sheltons we have a professional attitude and a flat and open organisation. The atmosphere is cooperative, congenial and positive.

If this is a job for you

Please send your application letter together with your CV to MT@SheltonsGroup.com. The application letter must be in English.

If you wish to know more about the job please email us or call Ivan Zammit on +356 21444488 or visit our website www.SheltonsMalta.com or www.SheltonsGroup.com.

The preferred start date would be as early as possible.

We look forward to hearing from you!