



ST MARTIN'S COLLEGE

Due to further growth, Chiswick House School and St Martin's College are currently looking for a motivated, proactive and diligent person with an aptitude for administration, looking for a varied role that plays a pivotal part in the smooth running of the office and our school.

We are accepting applications from candidates to fill in the post, with immediate effect, of:

Administrative Assistant (part-time 15 hrs per week)

The responsibilities of this role include:

Administration:

Performing day-to-day tasks related to administration, including but not limited to:

- Managing telephone calls;
- Proof reading and correcting of exam papers;
- Inputting of data on MySchool;
- Working on exam timetables, group lists and envelopes;
- Student correspondence such as acceptance letters, transcripts and letters to universities.

Procurement:

Performing day-to-day tasks related to resource requests at the Procurement Leader's request, including but not limited to:

- Requesting quotations from suppliers, in accordance with the Procurement Policy;
- Procuring consumable resources such as stationery, first-aid resources for Sick Bay, and class materials;
- Registering and maintaining clear records of academic and material resources in an inventory system;
- Managing petty cash, including keeping a record of and reimbursing approved purchases by staff members (see Procurement Policy).

The ideal candidate should:

- Have a post-secondary education
- Have past experience as an Administrative Assistant

- Have good knowledge of office management systems and procedures
- Have excellent time management skills and the ability to multi-task and prioritise
- Be methodical and have strong organisational and planning skills
- Be highly dependable, trustworthy and maintain confidentiality
- Have problem-solving skills and attention to detail
- Have excellent written, verbal and interpersonal communication skills
- Have strong organisational skills with the ability to multi-task
- Have the ability to work within a team
- Be able to work with minimal supervision
- Be flexible and willing to adapt to the organisation's needs and new systems
- Have working knowledge of office equipment
- Be proficient in MS Office (MS Excel, Word, PowerPoint)
- Additional qualifications and courses in the field will be considered an asset

Interested candidates are to send an email to recruitment@chsmc.edu.mt not later than 31st August 2023.