



# PARAGON EUROPE

REALISING EXCELLENCE

## Receptionist

Our client is currently seeking an **Office Administrator** for a paid internship for a minimum of 4 months to join their company in Malta.

Our client has been established in Malta for the last 9 years and they have always specialised in the professional cleaning of items in homes, hotels, yachts and offices. The company is a professional and promising company offering highly qualified experts in Cleaning & Restoration of carpets, mattresses, sofas, hotels, offices etc.

The client requires a candidate to join their on growing team and work within their Business Offices which are located in the central area in Malta.

### **Main Duties:**

- Data entry
- Reconciling old accounts
- Devising and maintain new administration systems
- Handling emails and telephone calls
- Replying to client queries
- Day to day office administration duties

### **Requirements:**

- Good level of spoken and written English
- Staying for a minimum of 4 months



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- Business Administration studies (or a closely related course) would be considered an asset

If you think you are right for this internship, we would love to hear from you! Send us your CV and motivational letter on [pteam@paragoneurope.eu](mailto:pteam@paragoneurope.eu) or you can call us on **+356 23390100**.

Thank you!