



PARAGON EUROPE

REALISING EXCELLENCE

Administration

Our client is currently seeking for an Office Administration for a paid internship for a minimum of 4 months+ to join their company in Malta. The office administrator will ensure smooth running of our company's offices and contributes in driving sustainable growth

The right candidate should ideally possess an IT background along with strong communication and interpersonal skills.

Main Duties:

- Undertake data inputting
- Manage internal appointments
- Set meeting via emails
- Send customer follow-ups
- Collect new companies being registered
- Reply to customer emails
- Set meeting via email
- Follow-up on quotes issued
- Track purchases and update customers on orders status
- Collect customer feedback
- Manage our social media
- Manage online registration
- Organize corporate email and folders

Requirements:

The candidate is required to stay for a minimum of 4 months and will be working on full-time basis. The candidate must also have a command in English.

The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.