



Athos Group
Family & Business Services

**Athos Family & Business
Services (Malta) Ltd.**

Whitehall Mansions, Level 2
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Receptionist/Secretary

Athos Family & Business Services (Malta) Limited is part of the Athos Group, an international trust and corporate services boutique primarily focusing on the implementation and maintenance of global wealth management, estate planning and asset protection structures for corporate clients and (ultra) high-net-worth individuals and their private and/or family owned businesses.

We are currently seeking to recruit a Receptionist/Secretary to join our team in our Malta office. The position calls for a cordial, smart, highly motivated and forward looking individual who is meticulous, organised and capable of working on his/her own initiative.

Responsibilities amongst others will include:

- Responsible for the front office and reception area
- Provision of general secretarial support
- Answering incoming calls, emails and correspondence
- Office administration
- Updating spreadsheets
- Registering employees for training sessions
- Liaison with office suppliers
- Assistance to the Senior staff in the day to day running of the business

Particular skills required:

Preference will be given to candidates with at least two years experience in similar positions, preferably within a corporate service provider or legal industry. The candidate must be competent with MS Word and MS Excel. The chosen candidate must be fluent in English and have a driving license.

Other requirements:

- Friendly, open and approachable personality
- Self direction, tact, diplomacy and a clear, courteous and professional manner when dealing with clients, managers and co workers
- Must demonstrate effective oral and written communication skills.

Interested candidates are kindly requested to apply to roberta.galea@athos-group.com or at Athos Family & Business Services (Malta) Ltd, Whitehall Mansions - Level 2, Ta' Xbiex Seafront, Ta' Xbiex by sending a covering letter as well as a detailed CV.

