

Green Skip Services Ltd

Waste management services, sales and consultancy

Data Inputting Administrator

Green Skip Services

Job Details

Green Skip Services Ltd is Malta's leading waste Management Company with over 20 years of experience in this sector.

We are expanding our services and require a data inputting / office administrator to join our office team.

Main duties required:

The role requires an individual who is very articulate and assertive in his / her work, enjoys working with figures , mainly weights and measures .

Candidates will be required to file, input and organize data daily.

Prepare weekly, monthly and yearly reports both to the management and to entities as required by the company.

Complete office correspondence, filing.

May be required to complete drafting of letters and preparation of tendering documentation.

Candidate will work closely with the office management team according to tasks at hand.

This position requires an individual who is willing to work in a flexible manner.

Duties may also include research for products and services.

Qualifications / Experience

Candidates requires a minimum A level standard of education main subjects :

Mathematics , English and Maltese .

In possession of ECDL mainly words excel and email.

Good communication and phone skills.

Preferably one year experience in a similar office / administration position.

Willing to undergo waste management reporting training.

Candidate applying must be willing to work with minimal supervision and posses a can do attitude while enjoys working in a fast passed and constant changing.

To apply kindly send an updated CV together with covering letter to
taniakasap@greenskipgroup.com

For further details you may call on 21422009 or 99422545 during office hours and ask for Tania