



Situation Vacant

Front Desk Officer (Full-time)

The Mdina Metropolitan Chapter is seeking to recruit a Front Desk Officer on full-time basis.

The successful applicant will report to the General Secretary and in his/her absence to the Curator and will be responsible for the efficient and effective running of the front desk and back office of the Mdina Cathedral Museum, as well as for providing timely clerical and administrative support.

The ideal candidate must have:

- A minimum of one (1) year experience in a similar role.
- O'level qualifications in English and Maltese. A Secretarial Diploma will be considered an asset.
- Proficiency in Microsoft Office applications.
- The ability to be organized and meticulous in work.
- The ability to work independently and as part of a team.

Interested persons are to submit the following to info@metropolitanchapter.com by not later than 8 October 2023:

- A letter of application
- A detailed CV
- A scanned copy of certificates
- Name and email address of two referees

