

‘WE ARE WHAT WE REPEATEDLY DO.
EXCELLENCE, THEREFORE, IS NOT
AN ACT BUT A HABIT’.

- Aristotle

Excelsior Hotels International is seeking a highly organized and detail-oriented Administrator to support our Chief Projects Officer. This role is crucial in ensuring the smooth execution of multiple projects across our portfolio. If you thrive in a fast-paced environment, have strong administrative skills, and enjoy working within a dynamic team, we'd love to hear from you.

ADMINISTRATOR
Full-Time

Key Responsibilities

- Provide administrative support to the Chief Projects Officer and Quantity Surveyors, ensuring seamless project execution.
- Maintain and organize project documentation, contracts, permits, and compliance records.
- Track project timelines, milestones, and budgets, assisting with reporting and presentations.
- Coordinate procurement processes, including supplier engagement, purchase orders, and contract management.
- Schedule meetings, prepare agendas, take minutes, and follow up on action items.
- Support financial administration, including invoice processing and cost tracking.
- Act as a liaison between internal departments, suppliers, and contractors.
- Assist in compiling reports, presentations, and maintaining project databases.

Requirements

- Previous experience in an administrative role, preferably in construction, refurbishment, or project management.
- Strong organizational skills with the ability to multitask and prioritize.
- Excellent attention to detail and problem-solving abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Experience in financial administration, procurement, or document management is an advantage.

Purpose of Role

The Administrator will provide essential support to the Chief Projects Officer and the, ensuring smooth and efficient project operations. The role involves administrative coordination, document management, procurement assistance, and communication with internal and external stakeholders.

Key Responsibilities

1. Administrative Support
 - Provide high-level administrative assistance to the Chief Projects Officer and Quantity Surveyors.
 - Maintain and update project documentation, contracts, and permits.
 - Organize and manage project files, ensuring compliance with company policies and regulations.
 - Assist with document preparation for meetings, presentations, and reports.
2. Project Coordination & Reporting
 - Track project progress, key milestones, and budget expenditures.
 - Compile project reports and presentations for senior management and stakeholders.
 - Support project scheduling and ensure timely completion of tasks.
3. Procurement & Financial Support
 - Assist with procurement processes, liaising with suppliers and contractors.
 - Support invoice processing, purchase orders, and budget tracking.
 - Maintain financial records and assist in compiling cost reports.
4. Communication & Stakeholder Management
 - Coordinate and schedule meetings, preparing agendas and taking minutes.
 - Follow up on action points and ensure smooth communication between teams.
 - Act as a point of contact between internal departments and external suppliers.
5. Compliance & Process Improvement
 - Ensure all project documentation complies with legal and regulatory requirements.
 - Suggest and implement process improvements to enhance efficiency.

If you are a proactive and efficient administrator looking to contribute to an exciting portfolio of refurbishment and development projects, apply today!

The Grand Hotel Excelsior is an equal opportunity employer and values diversity in the workplace. We encourage individuals of all backgrounds to apply and send their CV and covering letter to: hr@excelsior.com.mt by 30th May, 2024

