

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

- Aristotle

At the Grand Hotel Excelsior we strive to deliver a superior service quality at all times. We aim to continuously exceed expectations, and encourage all our team members to offer an exceptional service to each of our guests. We strongly believe in the strengths of our team members, who have made the Grand Hotel Excelsior one of the leading hotels on the Island.

BUSINESS SUPPORT MANAGER

Supporting the Chief Corporate Development Officer (CCDO)
Malta | Full-Time
20th April 2025

About the Role

We are looking for a highly structured, analytical, and process-driven professional with a background in corporate governance, HR, and hospitality to support the Chief Corporate Development Officer (CCDO) in executing key strategic initiatives across governance, HR, sustainability, quality, and training.

This is a high-impact role designed for a detail-oriented professional who can translate strategic plans into action by ensuring initiatives are effectively organized, tracked, and executed across EHI properties.

The ideal candidate will be comfortable working across strategic, operational, and administrative levels, managing governance frameworks, policy execution, stakeholder coordination, and research-driven decision-making, while also providing executive support such as meeting coordination, record-keeping, and action tracking.

You will play a key role in corporate governance, policy implementation, performance management, and operational oversight.

Who We're Looking For

This role is ideal for a structured, analytical, and execution-driven professional who can manage corporate initiatives while providing executive-level coordination and research support.

Required Qualifications & Experience

- Education: Bachelor's or Master's in Business Administration, Hospitality Management, Corporate Governance, HR, or a related field.
- Experience: 5+ years in business operations, governance, HR, strategic execution, or hospitality management.
- Industry Experience: Hospitality background is strongly preferred.

Technical Skills

- Fluent in Maltese & English (written and spoken)
- Proficient in Excel & PowerPoint for reporting, analysis, and presentation development
- Strong understanding of corporate governance, policy development, and compliance
- Skilled in project management, stakeholder coordination, and process optimization

Key Competencies

Highly structured, analytical, and process-driven

Proactive and execution-focused

Strong research and data analysis skills

Able to work across strategic, operational, and administrative levels

Resilient, adaptable, and able to work in a fast-paced environment

Why Join Us?

- Be a key part of strategic execution – You'll work closely with executive leadership to ensure corporate initiatives are effectively implemented.
- Work across multiple functions – Gain exposure to governance, HR, sustainability, and operational efficiency.
- Make a real impact – Your work will contribute directly to our long-term success.



LVXSM

Preferred
HOTELS & RESORTS

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