

OFFICE & RECEPTION COORDINATOR

We are seeking for a highly organised, self-motivated and energetic individual to handle our daily office operations and reception duties. The role includes occasional PA support to management, particularly for scheduling and coordinating meeting logistics. This is a hands-on, people focused position where you will play a key part in ensuring the smooth and efficient running of our workplace.

WDM International Ltd is an audit, tax & advisory firm based in Malta, and is also an MFSA approved CSP license holder. The Firm, established in 1994, aims to deliver tailored solutions to meet both local and international client needs.

The selected candidate will have the following responsibilities:

- Greet and assist visitors in a courteous and professional manner
- Answer incoming calls and direct inquiries as needed
- Handle all incoming and outgoing correspondence
- Provide occasional PA assistance to the Managing Director, including managing and coordinating his calendar, meetings and related communications
- Monitor and maintain office supplies (request quotations, place orders, schedule deliveries/services)
- Oversee the upkeep of the office building and coordinate any necessary repairs
- Maintain an adequate filing and archiving systems (physical and electronic) to ensure documents are properly organised and easily retrievable
- Organise business travel and itineraries for staff and management
- Book training seminars and maintain an internal training schedule for annual CPE reporting
- Take minutes for internal meetings when assigned and track follow-ups and action items
- Handle sensitive and confidential information with utmost discretion
- Act as the main point of contact for staff regarding office-related needs
- Coordinate meeting logistics (room set up, calendars, refreshments, IT requirements)
- Liaise with our IT service provider under management's instructions when issues arise
- Assist with onboarding logistics for new employees (workspace setup, IT access, stationery)
- Assist management and their teams with other ad-hoc tasks and errands as needed

Skill-set and Requirements

- Minimum of 3 years' experience in a reception and administrative support role within a similar professional services firm
- Excellent command of English and Maltese, both written and spoken. A third language would be a plus

- Proficient in Microsoft Office tools, including Outlook, Word, Excel, and PowerPoint. Basic AI literacy is a plus.
- Excellent organisational and problem-solving skills
- Strong interpersonal skills and an ability to build and maintain effective working relationships
- Meticulous, able to work on own initiative, anticipate needs and deliver with high attention to detail
- Positive and energetic can-do attitude, with the ability to perform under pressure and adapt quickly to changing priorities

Work Arrangement:

This is a full-time, on-site position.

Interested candidates are requested to send their CV, together with a covering letter, to recruitment@wdm.com.mt. Whilst we gratefully for all applications received, only shortlisted candidates will be contacted.