

JOB DESCRIPTION	
Job title	Office Support Officer
No. of positions	1
to be filled	
Contract term	Indefinite position
Salary yearly:	€13,500 with annual increase of €591 and annual increments of €331 (upon satisfactory performance) up to a maximum of €14,819 (as per new adjusted Grading and Salary Structure for 2023 approved by IRU)
Reporting to:	Director and /or Manager
Requirements:	<ul> <li>School Leaving Certificate at MQF/VET 1</li> </ul>
	<ul> <li>Experience in office support and messengerial duties will be advantaged</li> </ul>
Submission of application:	Applicants are required to submit a Curriculum Vitae, in Europass format to Director, Legal Aid Malta Agency.

The functions of the Office Support Officer at Legal Aid Malta Agency shall include:

- 1. Delivering mail, documents and confidential material to different locations as requested by the staff of the Agency.
- 2. Collect mail, documents and confidential material from other locations.
- 3. Greet visitors, welcoming, directing and announcing them appropriately;
- 4. Answer, screen and forward any incoming phone calls while providing basic information when needed;
- 5. Running errands and support to the entity's staff.
- 6. Operating office machines such as: photocopier, scanner, laminator etc.
- 7. Carry out basic maintenance and logistical work on the entity's premises.
- 8. General manual minor duties as required from time to time.
- 9. Keeping simple records.
- 10. Driving a car, for business purposes, seeing that it is kept clean and keeping the destination logbook of car use updated.
- 11. Any other duties according to the exigencies of the Agency as directed by senior members of the entity.