

HR & Admin Executive			Ad #	21 / 26	Rev #	1.1	 AquaBioTech Group
Prepared by:	LCD	Expected start date:	Q3 / Q4 2026				
Approved by:	SAH	Last Revision date	13 - Jul - 26	H:\HRManagement\HR2022-2027\Job Adverts 2025-2027\ABTG~HRandAdminExecutive~13-Jul- 26.docx			

Immediate Vacancy

HR & Admin Executive

AquaBioTech Group is looking for an enthusiastic and experienced HR & Admin Executive to form part of our growing HR and Admin Department. The chosen individual will form part, and work with, an international group of professionals in a variety of sectors. This position requires someone who is passionate in human resources operations, an optimistic character who is able to positively influence colleagues.

IMPORTANT NOTE: *For this position, preference will be given to EU / EEA / UK passport holders or TCNs presently residing in the EU with the required permits. If the position remains unfilled, we will consider other experienced candidates.*

Overview of associated tasks

The chosen candidate will primarily be handling a variety of tasks related to daily HR operations, ensuring an effective approach from the department. Reporting directly to the Head of Human Resources, our ideal candidate will undertake, but not be limited to, the following responsibilities:

- Help with organising and streamline the onboarding process for new hires
- Support the staff with all areas of their personal and professional lives to help them to focus on their work related and personal development goals
- Source potential candidates from various channels and help develop our profile and brand online to maximise the attractiveness of the company as an employer
- Assist in the development and implementation of policies and procedures
- Maintain an updated employee handbook
- Champion employee branding as part of the employee experience
- Be actively involved in the H&S committee and social committee
- Assist the Head of HR with performance monitoring evaluation reviews
- Collect data and prepare reports relating to HR activities when the need arises
- Coordinate training and development in collaboration with other HoDs
- Assist with compliance and applicable employment and labour regulations
- Assist with producing relevant metrics and reports, exit interview, exit paperwork etc.
- Perform other duties as assigned by the Head of HR

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Reporting directly to the Head of Human Resources, the position is demanding requiring a person who is highly motivated and self-organised. The selected person must be prepared to work to handle a multitude of ongoing task and employee profiles, supported by a team of international staff based at our head-office based in Malta. Assisted by the Head of Human Resources, the candidate will initiate a transformative collaborate to further elevate HR within the company.

Qualifications Overview

A successful candidate is expected to have at least a Bachelor level of education in Human Resources, Leadership, Business Management or a related field, with at least two (2) years in employee onboarding and HR operations. Furthermore, the successful candidate **must** have knowledge of Maltese Law, and be able to handle employee legal paperwork autonomously.

Experienced based candidates are also encouraged to apply.

The selected candidate will have to speak and write English fluently. Knowledge of any another language will be considered an asset, but not essential. The selected candidate must have a clean EU/EEA/UK passport with no travel restrictions, no legal convictions held at any time and be in possession of a clean driving licence.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are strongly encouraged to submit a full *Curriculum vitae* in **AquaBioTech Group** Europass format that can be downloaded from our website. This file must be filled using **Adobe Acrobat Reader®** or any other PDF viewer (not directly on your browser).

Questions about the application should be directed to the HR Department, on recruitment@aquabt.com