



MCAST

## Job Description

Job Title	Administrative Officer - Communications
Department/Institute	Communications
Reporting to	Director
Main Objective	To provide day to day administrative support

1. Assist with written communications for both internal and external use including intranet and website.
2. Assist with design templates and artwork for social media, print, and other communication needs, ensuring a consistent and engaging look across platforms.
3. Assist with scheduling, uploading, and evaluating social media posts and campaigns with captions that resonate with the audience and reflect the organisation's voice.
4. Answer customer care queries effectively and efficiently in line with the relevant directives and SOPs.
5. Assist in writing engaging material in both Maltese and English for press releases, articles, promotional materials, newsletters, circulars and more.
6. Work with the Communications team members, departments and institutes to brainstorm and execute creative advertising and communication ideas.
7. Assist with developing smart procurement strategies, manage processes efficiently, and ensure everything aligns with regulations and policies.
8. Liaise with contractors to ensure the best possible service and quality.
9. Assist in organising internal meetings, large-scale events, and press conferences, ensuring smooth organisation and execution.
10. Build strong connections with internal teams and external partners to keep communication flowing seamlessly and keep relevant databases updated.
11. Take on additional administrative tasks and responsibilities as directed by the Director of Communications. Communications managers ensure the College's brand and reputation are respected and protected.
12. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.