

Job vacancy:

Marketing and commercial secretary

Number of available position: 1

General information:

Location: **Taxbiex (Malta)**

Form of employment: **full time**

Type of contract: **Traineeship**

Minimum monthly salary (Euro): **800**

Job description:

The commercial secretary will join our employer's Commercial Division, in the Malta Office. It focuses mainly on agency instructions, offering services to Maltese Enterprises which need employers.

As commercial secretary, you will be involved in everything from typing candidates' CVs and company vacancies to managing telephone requests, coordinating meetings and appointments, organizing team events / meetings, and managing data.

Requirements:

- ✓ **General requirements:**
 - EU28 citizenships
 - Residence in any of the EU28 Member States (outside Malta)
 - Registered on Reactivate/YfEj platform with a complete CV in English

- ✓ **Language knowledge:**
 - English: Advanced
 - Italian :Mother tongue

- ✓ **Other specific requirements:**
 - Good organizational capacities, attention to details, proactive attitude.

Procedure to participate in the selection:

To participate in the selection it is necessary to be registered on YfEj/Reactivate Platform:

<http://www.yourfirsteuresjob.eu/it/login>

The CV inserted must be written in in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please **send an email to jobmobility@cittametropolitanaroma.gov.it** indicating **“Marketing and commercial secretary - Malta”** in the object.

Only candidates registered with a complete CV and responding to the requirements will be contacted for the selection.