

Your first EURES job Reactivate



Job vacancy: Administrative Assistant

Number of available position: 1

General information:

Location: Zabbar (Malta)

Form of employment: Full time
Type of contract: Permanent job

Minimum monthly salary (Euro): 1200

Job description:

The candidate must have relationships with suppliers and RFQs, estimates and follow-up, will have to work on the offers, prepare the sales orders., will have to check that all jobs are billed and make statements, follow the customers for payments, the back office and other basic back-office administration activities such as archiving.

Requirements:

- ✓ General requirements:

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

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✓ Language knowledge:

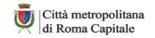
English: AdvancedItalian: Advanced













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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 **"Administrative Assistant in Malta"** in the object.

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









