

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:**
 - EU28
 - 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: Advanced
 - Italian : Advanced

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 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.