

Your first EURES job Reactivate



Traineeship vacancy: Customer service clerk

Number of available positions: 1

General information:

Location: Malta, Floriana

Form of employment: part time Type of contract: traineeship

Duration: 12 months

Net monthly wage (EUR): 700

Job description:

As Customer service clerk you will:

- o Manage contacts with customers,
- Draft Italian and English texts,
- Manage the clients database (in excel),
- Elaborate website's content,
- Participate in meetings, fairs, conventions and promotion initiatives, and record the events with camera,
- Support clients during sailing training and competitions.

Requirements:

✓ General requirements:

- EU28 citizenship
- Residence in a EU28 country (outside Malta)
- Registered on Reactivate/YfEj Platform with a complete CV in English

✓ Language knowledge:

o Italian: mother tongue

English: Advanced

✓ Other specific requirements:

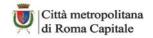
o Diploma or degree in language













Your first EURES job Reactivate



Procedure to participate in the selection:

To participate in the selection it is necessary to be **registered on Reactivate/Your first EURES job Platform.**

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 with** a **presentation letter to <u>iobmobility@cittametropolitanaroma.gov.it</u>, indicating "Traineeship Customer service clerk – Malta" in the object.**

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









