

## **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:

- 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:**

- Italian: mother tongue
- English: Advanced

✓ **Other specific requirements:**

- Diploma or degree in language

**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 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 [jobmobility@cittametropolitanaroma.gov.it](mailto:jobmobility@cittametropolitanaroma.gov.it)**, 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.