Career Opportunity

General Duties Assistant – Jobsplus Permit No. 267/2020

The FIAU is seeking to recruit a General Duties Assistant to join the Corporate Services Section.

Responsibilities:

The duties and responsibilities as a General Duties Assistant within the Corporate Services shall include, and are not limited to, the following:

- The carrying out of deliveries and errands on a daily basis;
- The carrying out of the functions of messenger both internally and externally;
- Driving duties and responsibility for the proper up-keep of vehicles;
- The daily collection of newspapers and mail;
- The carrying out of general maintenance duties as directed by the management;
- Assisting in the preparation of tea/coffee/snacks for meetings and cleaning up of meeting rooms;
- The collection of paper waste to ensure appropriate disposal;
- Assisting in the cleaning services when required;
- Opening and closing of office premises;
- Assisting the staff of the FIAU with the maintenance of records, filing, photocopies, scanning, purchase of supplies and other office duties;
- Other tasks as may be delegated by the management.
Requirements:

Applicants must be in possession of a valid driving License & must have the competence and knowledge to carry out maintenance work and shall preferably also have experience in messenger/delivery duties.

Applicants must be able to work on their own initiative, be well organised, have the ability to manage multiple tasks effectively, have excellent communication manners and be fluent in the Maltese language.

The selected candidate is expected to have a clean criminal record and a professional attitude. Experience in a similar role will be considered favorably.

We Offer:

- A dynamic working environment.
- Excellent career prospects.
- An attractive remuneration package.
- Health and Life Insurance.
- Flexi Time.
- Team building events.

Interested persons are to send a covering letter together with a detailed CV addressed to The Director, Financial Intelligence Analysis Unit, 65C, Tower Street, Birkirkara, BKR 4012. Applications may also be sent by email to careers@fiumalta.org

Closing Date: 16th May 2020