

Administrative assistant

Full-time

Offer: Indefinite contract on a Full-time basis (40 hours per week).

Description: The Alliance Française Malte-Méditerranée is a non-profit association forming part of the International network of Alliance Françaises. Founded in 1959, the Alliance Française is at the centre of the diffusion and promotion of the French language and Francophone cultures in Malta. Life at the Alliance Française is characterised by its French language courses and certifications (DELFDALF, TEF, DFP, etc.), the continuous formation offered for teachers of French, as well as numerous cultural and socio-cultural events. Beside the management team, the Alliance Française counts between 10 and 15 teachers, an administrative assistant and interns acting in the administrative, cultural and communication fields. The Alliance Française counts more than 200 members and trains more than 400 students each year.

Missions: The administrative assistant seconds the Director in the management of the activity of the Alliance Française, organizes and coordinates the internal and external data towards the proper running of the association.

Tasks:

The administrative assistant will be in charge of:

- Answering phone calls and emails
- Welcoming students / members
- Promoting Alliance Française's activities ;
- Following up the borrowing / return of books from the library
- Assisting teachers (technical support, photocopies ...)
- Archiving and sorting of files and emails
- Basic accounting (issuing receipts, maintaining cash receipts register, bank deposits, etc.)
- Following up of courses, exams and activities' registrations
- Keeping files updated in order to extract statistics
- Help in the preparation of Board meetings
- Training new staff members

The administrative assistant will also be the main interlocutor with the Maltese authorities such as JOBPLUS, the accountant and our service providers.

Desired profile:

Administration studies or 2 years' experience in administration – accounting.

Skills:

B2 in English / **B1 in French** / Good command of the Pack Office / basic IT knowledge / Organisation skills / Precision / Discretion / Patience / Availability / Communication skills / Professional secrecy.

Appreciated skills: first aid certificate and a good knowledge of the Maltese institutions in relation with employment and of the Maltese educational system would be a plus.

Send your CV and cover letter to director@alliancefr.org.mt

Starting date: As soon as possible.

Duration of the contract: Indefinite – Salary according to experience.