

Executive Assistant

Management and Monitoring of French courses

Nature of the offer: 6 months as an executive assistant.

Presentation of the organisation: The Alliance Française Malte-Méditerranée is a non-profit association providing French language courses. The life of the Alliance is punctuated by the organisation of certain cultural events, with a view to promoting and disseminating the French language and culture.

Description of duties: The executive assistant will assist the Director in order to optimise the management of her/his activity; organise and coordinate internal and external information related to the functioning of the structure; take charge of the complete follow-up of files. Some of these tasks will be shared with other members of the team.

Common tasks:

- Welcoming and providing information to clients by telephone, e-mail and at the reception desk;
- Management of registrations for courses, exams and cultural activities;
- Follow-up of the main mailbox and the recruitment mailbox;
- Preparation of the Board of Directors' meetings.

Specific tasks:

- Recruitment (preparation of interviews, follow-up of internship agreements, training);
- Follow-up of courses (creation and follow-up of attendance sheets, salaries, invoicing, edition of certificates);
- Follow-up of payments (registrations, textbooks);
- Follow-up of material needs of the Alliance Française;
- Data collection for monthly and annual statistics.

Desired training:

Bachelor's or Master's degree in international relations, administration, management or equivalent training.

Required skills:

- Organisation, precision, sense of initiative, autonomy, prioritisation of tasks;
- Work under pressure, workload, efficiency, versatility, responsiveness;
- Ability to manage a team, ability to work in a team;
- Fluency in French (**B1 minimum** oral and written);
- Mastery of English (B2 minimum oral and written);
- Good command of the Microsoft Office package;
- Good oral communication skills.

Send your **CV and Covering Letter** to: employment@alliancefr.org.mt

Starting date: January

Duration of the contract: 6 months