

SITUATION VACANT: *SECRETARY/PA/ADMINISTRATOR*

FACTgroup is a multi-disciplinary office providing various professional services in the financial services sector including accounting, management, consulting, advisory, tax planning and compliance, fiduciary and corporate support work to local and international clients.

As part of its strategic growth plan, a vacancy has arisen for the post of a SECRETARY

RECRUITMENT [Ref. 02/10]

THE POSITION:

This is a very important position in the organisation which requires the selected candidate to assume various responsibilities mainly related to assisting the Managing Director in the day-to-day general secretarial work, scheduling of appointments and organising the smooth running of the front office. Additional duties would include general office administration, support and assisting in the group's PR and marketing activities.

The ideal candidate must have a minimum of two years experience in a similar post however preference would be given to those who have worked in a similar professional office environment. Candidates should ideally have a minimum of an A Level standard of education and preferably a qualification in secretarial studies. Further important attributes would require applicants to be smart, possess high level planning, organisation and communication skills, be self-motivated to work with minimum supervision, ability to pro-act on various matters and be task oriented. Proficiency in general Microsoft office applications is a must.

The successful candidate would be reporting to the Managing Director and the general manager. Remuneration would be commensurate with the level of experience and qualification.

HOW TO APPLY:

Applicants are to write (quoting above reference no.) to the Managing Director by normal post or via email on **vacancies@factgroup.net** attaching a motivation letter and a detailed CV.



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All applications shall be treated with strict confidence