



VAC 003/2025

RECRUITMENT CALL

17 NOVEMBER 2025

VACANCY FOR AN ADMINISTRATIVE ASSISTANT

About the role

The Kamra tal-Periti is looking for a motivated, organised Administrative Assistant to join our small collaborative team. You will support the administration of the Kamra, its President and its offices in the daily efforts to influence on Malta's built environment. The role requires flexibility, initiative and comfort working from the office as well as on events and projects.

Position

Full-Time Administrative Assistant

Key Responsibilities

- Support the administration of the Kamra and its offices, upkeep of calendars and appointments, record keeping and bookkeeping.
- Assist in executive tasks, prepare and organise reports, correspondence, and presentations as needed.
- Engage with clients and public via communication channels, offering support where needed.
- Support project coordination and follow-up on assigned tasks to ensure timely completion.



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Requirements

1. Educational Qualifications

- European Computer Driving License (ECDL).
- Diplomas and/or Bachelor's Degree will be considered a strong asset.

2. Experience

- Minimum one year in a similar role or organisation.
- Experience within organisations and/or public entities, in executive roles, personal assistance or events is an asset.

3. Skills

- Excellent communication, writing, and interpersonal skills.
- Excellent written and verbal English; Maltese is an advantage.
- Strong time management and organisational abilities.
- Proficiency with Microsoft Office, Cloud Storage, and scheduling tools.
- Event logistics knowledge and practical problem-solving ability.
- Discretion and integrity in professionally handling confidential information.
- A proactive mindset, solution-oriented and strong attention to detail.
- Adaptable and eager to grow.
- Website design and experience will be considered an asset.

What We Offer:

- A dynamic and collaborative work environment.
- Opportunity to contribute to meaningful policy initiatives.
- Competitive remuneration package commensurate with qualifications and experience.



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How to Apply:

Interested candidates are invited to submit their CV, a cover letter, and any relevant supporting documents (such as portfolios is available) to careers@kamratalperiti.org. This call will remain open indefinitely.

Join us in shaping a sustainable and innovative future for Malta's built environment!

The Kamra tal-Periti is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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