



Open position

Executive assistant to CEO

Your mission

You will assist the Company's CEO through the day to day business routine and his agenda. Organize the workflow and follow up delegated actions. You will also keep the relations with team members and partners.

Your profile

- Rigorous, you dispose of a good sense of organization
- A charismatic person, you are able to motivate and mobilize your collaborators and partners
- English-speaking, you have a good command of Maltese and Italian; other languages would be an asset
- Oriented on Humanistic Management and passionate about liberal arts, philosophy and general culture
- You are well prepared to travels and transfers
- You have the mastery of your time and you're predisposed to intense periods of work
- You dispose a good knowledge of productivity software, i.e. word processing, spreadsheets and presentation programs
- You dispose a good usage of Apple devices (iPhone, iPad, Mac)
- As an asset, you dispose a basic knowledge of computer science, such as programming and web/HTML

The place of work is in **Smart City, Malta**

Permanent, full-time or part-time, depending on the position

Apply until December 31st 2017,
by sending your CV in PDF format to job@visuality.com.mt,
specifying the position you're applying for,
or by compiling the application form on visuality.com.mt.
Your application will be processed with full confidentiality.