



**IL-KONSOLAT ĠENERALI TAR-REPUBBLIKA TA' MALTA GĦALL-KANADA
CONSULATE GENERAL OF THE REPUBLIC OF MALTA TO CANADA**

The Consulate General of the Republic of Malta to Canada is seeking to employ a temporary administrative officer on a full-time 18-month contract basis.

Apart from being a keen learner who can handle new challenges, the successful candidate will be expected to provide administrative support and have both organizational and people skills.

Successful applicant must satisfy the following:

1. Be fluent in English; knowledge of Maltese is considered an asset
2. A High School Diploma is required; a University degree is considered an asset
3. Have experience working in an office setting
4. Be proficient in using MS Office, email and general internet usage
5. Be able to work towards deadlines
6. Be comfortable learning and adopting new digital tools/programs
7. Possess strong verbal and written communication skills
8. Possess strong interpersonal skills
9. Have excellent prioritizing skills and experience multi-tasking

Applications should be submitted by post or email by no later than, **Friday, November 20, 2020**. Applications should include a cover letter and resume (CV).

Applications by post should be addressed as follows:

Consulate General of the Republic of Malta to Canada
3280 Bloor Street West
Suite #1060, Centre Tower, 10th Floor
Etobicoke, ON, M8X 2X3

Applications by email should be addressed as follows:
maltaconsulate.toronto@gov.mt (Subject: Administrative Officer)