



Admin assistant position

“Tomas International” specializes in Travel & Tours, Property and Hospitality Recruitment. The company is made up of a group of professionals located in Malta.

We are looking for a part-time team member who will be responsible for smooth administrative work.

Essential Duties and Responsibilities:

- Assist the Chief Executive Officer;
- Perform administrative tasks;
- Arrange accommodation and travel;
- Understand our customer needs and expectations.

Requirements:

- Excellent verbal and written communication skills in English;
- Proficiency in Microsoft Office suite;
- Good organizational and multitasking abilities;
- Strong leadership and high degree of motivation.

We offer:

- Part-time work possibilities;
- Talented and friendly colleagues;
- Opportunities to take on interesting responsibilities.

Apply now:



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