

## Italian/French Speaking Operations Executive

**Number of Posts:** 1

**Contract Type:** Contract (1 year)

### Job description:

Main Role:

The Operations Executive has a role of key importance as a team member. The main duties consist of direct contact with the client and with the main suppliers. The objective is direct communication with both suppliers and clients and to guarantee the best services and prices available to complete the Event according to the client's specifications.

Responsibilities:

- Receive and respond to group requests.
- **Sales duties and responsibilities:** The sales duties are related to the requests from the clients and to selling all the services available. This is done through the suppliers and to optimize the sales by convincing the clients to purchase more and upgraded services on a confirmed event,
- **Operations duties and responsibilities:** This consists of assisting the client when they are on-site and guaranteeing that all services are provided as requested and specified in our proposals. The responsibilities are to communicate with the suppliers and always provide the best solutions to the client.
- **Coordinate and organize conference and incentive groups** from the confirmation stage to completion. Working closely with team members during the organization, and actual operation of the event.

### Requirements

- Must be fluent in English
- Must be fluent in Italian or French (preferably both)
- An asset if fluent in any other language
- Must have driving licence B
- Must have IT skills

**Training provided:** Yes

**Any assistance with accommodation/relocation:** No

**Any other benefits:** No

**Salary:** 20k to 25k per year

**How will the interviews be held:** In person

**To apply**

CVs and a covering email are to be sent by email to [eures.recruitment.jobspus@gov.mt](mailto:eures.recruitment.jobspus@gov.mt) and should be written in English. Please quote the vacancy name and number in your email.