



CITIZEN LANE
CITIZENSHIP & RESIDENCE BY INVESTMENT

For our office in Gzira, Malta

we're looking for an

Administrative Assistant ***(part or full-time 50%-100%)***

Citizen Lane is a client-focused consulting firm advising international entrepreneurs expanding their businesses to new European markets in Germany, Austria, Switzerland, Slovenia and Malta. Moreover, Citizen Lane consults individuals applying for Citizenship-by-Investment or Residence-by-Investment programs in Malta as well as in selected other jurisdictions.

Your job at Citizen Lane:

In this position you will support our Client Relationship and Management teams. As part of your daily work, you will make sure that co-workers are best possible supported in their daily routine. Your work shall support the whole team to achieve the best possible client satisfaction by:

- Making sure the office runs smoothly by: answering and forwarding calls, ordering office supplies, managing maintenance of office and office equipment, and other errands when needed,
- Maintaining computer and manual filing systems,
- Supporting the accounting of the company through collection, and preparation of invoices, receipts, employee expenses claim forms, etc. Liaise between company management and accountants
- Managing, ordering, and coordinating courier shipments with our team and clients,
- Supporting with travel arrangements
- Supporting with coordination of exhibitions
- From time to time and depending on demand, supporting with other tasks

What we offer:

- Great work environment and team
- Flexible working hours
- Participation in international events abroad possible
- Professional trainings and courses
- Future career development perspectives within the company structure
- Other fringe benefits

What we expect:

- Computer skills (Word, Excel)
- Excellent deadline management
- Self-motivated work attitude and reliability
- Taking initiative and solution-oriented critical thinking and working
- To be able to work successfully in a team and under pressure
- Willingness to learn
- Good English language skills
- Openness to foreign cultures
- Sense of humor
- Love for pets

What might be helpful:

- Professional experience in a similar position
- Driving License
- Other language skills

Apply!

If you think that we might be a match, please send your CV and salary expectations, along with a few words about yourself via e-mail to:

Mr. Till Neumann
Managing Partner

tn@citizen-lane.com