

Senior Property Executive

The ideal candidate must have:

- a tertiary level qualification, preferably in law;
- a minimum of three (3) years proven experience in a senior position;
- a sound understanding of the laws of procedure;
- familiarity with the rules and regulations surrounding property management;
- strong verbal and written communication skills;
- competence in MS Office and relevant databases and software;
- excellent time management and organisational skills;
- the ability to organise and lead meetings, work with and in a team, and work on his/her own initiative; and
- a valid driving licence.

The successful applicant, who will report to the to the Head of Property, will collaborate with the latter in the daily operations of the Section. S/he is expected to undertake a variety of property administration tasks and to represent the Archdiocese of Malta in a professional manner.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 10th October 2021:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- Name and emails of two referees

