

Career Opportunity

Malta International Airport (MIA) plc is a major stakeholder in the tourism industry, committed towards a development strategy aimed at achieving steady growth. The company is seeking to employ a

Senior Clerk - Stores

The Position

The chosen candidate will be carrying out various duties within the Stores Department, amongst which:

- Operate and update Stock Management System
- Coordinate and perform routine stock level analysis and stocktaking
- Perform errands, pick-up and deliver goods as required
- Co-ordinate the running of the Stores with the Stores Administrator
- Provide support to Stores personnel as and when required.

Requirements

- Minimum 'O' Level qualifications with good passes in Maltese, English and Mathematics
- A sound working knowledge of computer applications;
- A Clerical aptitude with an organised approach to work;
- Good communication skills;
- The ability to work on own initiative and as part of a team;
- A clean driving license;
- Conversant with Stores techniques and procedures;
- Flexibility with a hands-on approach to Stores operations;
- Previous experience in similar roles will be considered an asset.

Handwritten applications together with a detailed Curriculum Vitæ are to be sent to Head - HR & Administration, MIA Head Office, 2nd Floor, Air Terminal Building, Luqa, **by not later than Friday, 10th September, 2010.**

Applications received after this date will not be considered.

E-mail: hr@maltairport.com

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Vision:

Our commitment to Service Quality, Remarkable Efficiency and Outstanding Facilities makes MIA a top airport in its class and a dynamic link to the World.