

Project Administrator (Electrical & Earthing projects)

Number of Positions: 1

Contract Type: Indefinite

Job description

The work will comprise of assisting the Project Executive by supervising the electrical project works and the lightning protection and earthing works.

The work will involve preparing of offers, chasing of orders, scheduling works on various sites, placing and chasing of orders with various suppliers, monitoring progress of works, attend site meetings, assist at times on site, testing of installations, measuring works, job costings and attend management meetings. The candidate will be required to co-operate fully with management to contribute to the smooth running of the company.

Requirements

- Knowledge In ACAD, electrical installation, and earthing, will be an asset.
- Wireman Licence A
- ECDL (Knowledge of Word, and Excel)
- Must have a clean police conduct and driving licence
- Applicants must be able to speak, read and write in English.
- Must have a driving licence valid in Malta

Training provided

Product and Technical training will be provided plus induction training of administrative procedures will be given in the first three months.

Any assistance with accommodation/relocation

We are willing to support the candidate in finding accommodation.

Any other benefits

Rebate on use of private mobile €360pa

Salary

€ 26,500 - € 29,000pa + government quarterly bonuses € 520 p.a.

How will the interviews be held

Interviews can be held online if candidate is not available in Malta

To apply

CVs and a covering email are to be sent by email to eures.recruitment.jobsplus@gov.mt and should be written in English. Please quote the vacancy name and number in your email.