



Public Call for Full-Time Administrative Employee

Issued by: *Badminton Malta*

Introduction

Badminton Malta, the national governing body for badminton in Malta, is seeking to engage a dedicated full-time administrative employee through the Application for Paid Leave to Work with Voluntary Organisations scheme. This role is intended to support the General Secretary, Treasurer and events section in managing the daily operations of the association, ensuring efficiency and continuity in administrative tasks.

Role and Responsibilities

The selected candidate will be responsible for:

- Assisting with financial administration, including invoicing, budgeting, and expense tracking.
- Managing correspondence and communications with stakeholders, members, and governing bodies.
- Coordinating logistics for tournaments, events, and official meetings.
- Maintaining accurate records and handling data entry tasks.
- Supporting membership administration, including registrations and renewals.
- Preparing reports and assisting in grant applications or funding proposals.
- Handling other general administrative duties as required by the association.

Eligibility and Requirements

Interested applicants should meet the following criteria:

- Eligible for the **Application for Paid Leave to Work with Voluntary Organisations** scheme.
- Strong organizational and administrative skills with attention to detail.
- Proficiency in Microsoft Office Suite and administrative software.
- Ability to communicate effectively in Maltese and English.
- Experience and knowledge in finance, bookkeeping, or event coordination will be considered an asset.
- Passion for sports and familiarity with badminton operations is advantageous.

Application Process

Interested candidates are invited to submit their application, including:

1. A cover letter expressing interest in the role.
2. An updated CV highlighting relevant experience.
3. Any supporting documents related to eligibility for the scheme.

Deadline for Submission

Applications must be submitted by **15/04/2025** to **gensec@badmintonmalta.org**. Shortlisted candidates will be invited for an interview before final selection.

Contact Information

For further details or clarifications, please contact the undersigned.

Badminton Malta looks forward to welcoming a committed individual to our team to help strengthen the administrative and operational aspects of our association.

Best Regards



Jo'Anne Cassar
General Secretary
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