



We are Chetcuti Cauchi Group, a Law Firm established in Malta that offers professional services such as legal, tax, fiduciary and accounting services to another businesses and private clients. We are contacting your university because we are looking for new interns for a 3 month period minimum. It is important to highlight that this internship is unpaid and the candidates must have at least a B1/B2 level in English.

Currently we are looking for interns in corporate services and marketing and also have several vacancies in HR, private clients and administration. The responsibilities of each post are:

#### **Corporate Services – Immediate placement**

- Review and preparation of various corporate documents and forms
- Documentation and submission of company forms to regulatory authorities
- Support and liaison with international client portfolio
- Participate Due diligence procedures

#### **Residency and Citizenship (PCU) – Immediate Placement**

- The applicant would be involved in Tax and immigration procedures of private clients in Malta
- Help us with document collection and allocation in relation to Annual compliance
- Would be able to learn the various residence schemes available in Malta. Filling in of Income Tax return and also tax payments collection apart from scanning and filing and other admin work.

#### **Marketing (Russian or Chinese speaking preferred) – Immediate placement**

- Marketing Purchase Orders
- Analyze, review SEO rankings for several website, suggest improvement and implement approved
- Social media competitors' research & populate postings which are in line with SEO strategy
- Compilation of content to appear as events in company website
- Updating of contact information on the company database
- Administrative duties in the Marketing Department

#### **Human Resources – Start date in November 2016 or later**

- Participate in the recruitment and selection process, including attendance to interviews
- Allocate human resources, ensuring appropriate matches between personnel
- Provide current and prospective employees with information about policies, job duties, working conditions, wages
- Participate in the identification of training programs relevant for employees of the firm



**Business family Administration – Start date in December 2016 or later**

- Creating Newsletter and online content for Family Business Advisors and Malta Association of Family Enterprises
- Assisting the Manager with the administrative tasks
- Maintaining the contacts for the Responsible person of the department and the Marketing Department
- Maintaining the websites for Family Business Advisors and Malta Association of family Enterprises
- Organizing events
- Marketing Research

**Administration – Start date in December 2016 or later**

- Execute all administrative duties to include general office support with variety of clerical activities and related tasks
- Assisting in marketing related tasks which will involve the updating of a database and use of specific software
- Mail coordination
- Filing in both hard copy and soft copy versions

**Accounting – Start date in July 2016 or later**

- Understanding the way the accounting system works
- Posting of documentation in the accounting system
- Accounts Reconciliations
- Administrative duties in the Accounting Department

Interested applicants may apply at [hr@ccmalta.com](mailto:hr@ccmalta.com) by sending their CV.

Should you need any further information or clarifications, do not hesitate to contact us at your earliest convenience.