

EVENTS RECRUITER & NETWORKER

****Immediate Employment****

Purpose of the position

The Events Recruiter is responsible **networking and participant/attendee recruitment**. AcrossLimits engages in a multitude of projects which require a targeted number of attendees to participate in each event. We are looking for someone who is well connected locally and can successfully recruit participants. Our projects relate to health, education, technology and culture. The vacancy on a casual basis and hours worked each week will vary according to project requirements.

Responsibilities, duties & accountabilities

- Ability to identify and understand each project event requirements and targets;
- Identify the correct target group for each event (for example adult educators, entrepreneurs, early school leavers etc);
- Successfully recruit participants per project event;
- Maintain regular participant contact in the run up to the events;
- Responsible for providing status updates to Project Managers;

Skills Needed for this Job

- Confident networker;
- Target driven;
- Rapport Building;
- Ability to work independently and as part of a team;
- Ability to work under strict deadlines;
- Motivated & persistent;
- Excellent time management;
- Excellent written and oral communication in both Maltese and English;
- Familiar and proficient in social media platforms: Facebook, Twitter & LinkedIn;
- Proficient in Microsoft Office or Google Suite

Experience Required

Experience in networking - already has a large number of contacts including, but not limited to, those on social media.

Prior experience in the form of sales, customer relations, and/or recruitment would be considered an asset.

Location

Will mostly work from AcrossLimits office' in Naxxar however can also work partially from home once has proven commitment and achievements.

Salary


Employment will be on a casual basis paid at an agreed hourly rate. Furthermore, a performance bonus based on targets achieved will be given per successful event.


If you think you have what it takes, send us a motivation letter explaining why you are the best person for this job and attach your CV on jobs@acrosslimits.com

CLOSING DATE OF APPLICATIONS : Friday 19th April, 2019

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