



# CHETCUTI CAUCHI

## ADVOCATES

### **The company**

Chetcuti Cauchi is a professional services group providing legal, financial and business support services to the local and international business community. Chetcuti Cauchi is a the local member of one of the world's leading international networks of independent legal and accounting firms established in 1990 with over 250 member firms in 100 countries. The firm provides traineeships to outstanding graduates through a formal and extensive development program, which focuses on advancing legal knowledge. We seek individuals who aspire to learn from specialists in their respective areas of law, seek to apply themselves in a dynamic environment and want to be challenged. We are currently recruiting Interns who are willing to relocate to Malta & are available for immediate placement for 3 months (or more). Our company provides guidance to all students during the internship. It aims to give the students a first-hand contact to business in an international setting. In doing so, the students should develop and increase their ability to use and put into practice models and theories from the education given at University. The internship has also proven to be an important asset when the students to gain practical work experience. To achieve the purpose of the internship the student would be given the opportunity to work independently with a more extensive task; a project, a research assignment, or the like that is of use to the company and for the student's own practice in relating theory to practical work.

### **Available internships (April 2017)**

- Human Resources
- Administration
- Family Business Administration
- Residency and Citizenship: Sales
- Residency and Citizenship: Services
- Internships that could be available later: Marketing, Finance, Translation and Accounts

### **Practical**

- Internships have to last for 2-3 months minimum (Residency and Citizenship: 5 months minimum)
- Internships are unpaid (but we are happy to assist with the paperwork for the Erasmus+ scholarship or similar)
- Internships are full-time (40h/week) with 2 holidays/month

### **Application**

If you are interested, do not hesitate to apply by sending your CV to [hr@ccmalta.com](mailto:hr@ccmalta.com). There is no application deadline as we have interns all-year round. For more information about our company, consult [www.ccmalta.com](http://www.ccmalta.com). Offices are in Valletta, Malta.

## **Job Descriptions**

### Human Resources

- Participate in the recruitment and selection process, including attendance to interviews
  - Setting Up Interviews, using Microsoft Outlook
  - Allocate human resources, ensuring appropriate matches between personnel
- Dependent on when the intern is available for the internship:
- Provide current and prospective employees with information about policies, job duties, working conditions, wages
  - Coordination of Corporate Events
  - Participate in the identification of training programmes relevant for employees of the firm

### Administration

- 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
- Assistance with archive management and board room preparations for meetings

### Family Business Administration

- 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 Advisers and Malta Association of family Enterprises
- Organizing events
- Marketing Research

### Residency and Citizenship: Sales

- Entering data to portal: assistance in uploading contacts, populating content for conferences and other events;
- Researching for potential collaborators: collect & analyze data on industries, demographics & preferences;
- Handling marketing material to be sent to chosen clients
- Assisting sales persons with other duties, administrative tasks in the department

### Residency and Citizenship: Services

- The intern 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.
- Depending when the intern would be here (s)he may also help us with the filling in of Income Tax return and also tax payments collection
- Scanning and filing and other administrative work.