

Position Profile



Position Framework

Position Title:	Part-Time Interviewer
Reporting to Position Title:	Project Managers
Vacancy Ref:	HRCons/04/2010
Area of Activity:	APS Consult Ltd

Position Content

Overall Purpose:

Reporting to the Project Manager, the Part-Time Interviewer will conduct interviews, and compile data in readiness for evaluation stage.

Functions and Duties:

- Participates to and conducts interviewing sessions with various individuals / entities on the phone or 'face-to-face' or any other means required;
- Gathers, collates, processes, presents data on paper or electronic means as required;
- Makes recommendations and reports feedback from interviewees;
- Reports to management according to APS Consult standard presentation or report formats;
- Identifies and reports issues and/or problems in connection with the interviewing stage;
- Maintains timesheets to monitor interviewing time allocation;
- Stores and archives interview data in accordance with Data Protection Act and company standards.

Job Requirements

Education and Training:

This post is open to applicants in possession of at least secondary level of education and/or at an advanced stage in the attainment of a recognised qualification in management, statistics, customer service care, or equivalent. Incumbents are expected to show active interest in all stages of interviewing projects, have an out-going personality and use their social skills to render the interviewing process a success. They must further:

- be fluent in the Maltese and English;
- be prepared to work at irregular hours;

- have a valid driving licence;
- be computer literate;
- have excellent team-working and telephone skills.

Preference will be given to candidate with previous experience as an interviewer, the basic use of statistical software and/or experience in sales will be considered an asset.

Deadline for Applications: 1st March 2010
