

WE ARE HIRING A DESK OFFICER

OUR COMPANY

GEOS Atlas (the trade name of Sentinel Atlas) is a private security, safety and consulting company specialised in **diplomatic security**. In 2022, Sentinel Atlas joined the **French group GEOS (ADIT Group)** and became the group's reference company for Embassies, governments and international organisations deployed in some of the world's most sensitive areas.

The company is **based in Malta**, from where we carry out back-office and consulting activities. Our headquarter is manned by teams of **young experts who have gained responsibilities through hands-on experiences**. We take pride in being an equal opportunities employer and strive to maintain a **diverse and inclusive work-environment**.

TASKS & RESPONSIBILITIES

The **Desk Officer** is part of the **Operations and Commercial Team**, which is under the supervision of the Deputy Managing Director in charge of Business Operations. The tasks are the following:

> Business development

- Drafting commercial & technical offers
- Participating in public tender procedures
- Drafting technical & marketing brochures

> Commercial follow-up

- Acting as client point of contact
- Performing contract management tasks for GEOS Atlas' existing clients : quality monitoring of the delivered services, follow-up on the compliance of the delivered services with GEOS Atlas' standards, ensuring client satisfaction

> Back office for the Operations department

- Ensuring the follow-up on the Operations department back-office tasks : monitoring of the operational, financial, administrative documentation

> Follow-up on partner companies

- Performance & quality monitoring of GEOS Atlas' partner companies
- Drafting due diligence reports for prospect partner companies

YOU ARE A MATCH IF YOU...

- > You are **eligible to work in the European Union**
- > You have a **Master's degree in security** or any related topic (e.g., international relations) with a focus on security issues, especially on the MENA and Sahel region. A degree in business-related fields is also an asset
- > You have an excellent mastery of **English & French (C1)**. Arabic is an asset
- > You have a good knowledge of **MS Office pack** (especially Excel, Publisher)
- > You also have a good knowledge of **North Africa, Sahel, and the Middle East** (asset)
- > You already have a **first professional experience in a high-paced environment**, preferably related to security and/or risk management (asset but not mandatory)
- > You have a **very strong sense of commitment**, and willing to **challenge yourself**, used to **teamwork** and to take responsibilities
- > You are **organised** and used to follow at the same time **multiple projects** even while being under pressure
- > You are a **fast-learner** with an **eye for detail** and are willing to show **flexibility** in working life

CONTRACT & BENEFITS

- > **6-months** contract with an option for **renewal upon performance**
- > Assignment initially **located in Malta** with **possible punctual assignments in the areas of operations**
- > Remuneration based on candidate's experience and profile with a reassessment after 6 months
- > **Free accommodation** in Malta or accommodation allowance
- > **Free round-trip flight ticket** for the assignment period

TO APPLY

- > Send cover letter and CV at: atlas-recruitment@groupegeos.com

