

# 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 placed under the supervision of the Deputy Managing Director in charge of Business Operations. The position features a variety of complementary tasks, from commercial conceptualisation to operational follow-up, allowing for a **comprehensive and practical understanding of risk management**:

**> Business Development:**

- Drafting commercial offers and brochures
- Developing efficient business intelligence tools to identify prospective opportunities
- Draft due diligence reports on prospective partners

**> Operations Management:**

- Supporting the deployment and supervision of static and dynamic security set-ups
- Drafting and updating operations-related documentation (procedures, records and reports)

**> Clients and partners' liaison:**

- Performance and quality monitoring of partner companies and subcontractors
- Participation in clients' meetings, whether remotely or on ground, alongside seniors

## /// CONTRACT & BENEFITS

- > 6-months** contract with an option for **renewal upon performance**
- > Remuneration** based on **candidate's experience and profile**
- > Assignment located in Malta**
- > Free accommodation** (or equivalent allowance), round-trip **flight ticket** for the assignment period, **accident and repatriation insurance**

## /// YOU ARE A MATCH IF YOU...

- > Are a young professional seeking an **entry position** to **deepen and diversify your set of skills****
- > Hold a **Master's degree in security** or any other related field (e.g. international relations). A degree in business-related fields is also an asset**
- > Have an excellent mastery (C1 level minimum) of both **English and French****
- > Thrive in **fast-paced work environments** where you simultaneously follow-up a variety **of projects** with a **young and growing company****
- > Have a **strong sense of commitment** and are willing to **challenge yourself** by progressively taking-on further responsibilities**
- > Are a **fast learner** with an **eye for detail** and **solid organizational skills****
- > Are **eligible to work in the EU**, willing to **relocate to Malta****

## /// TO APPLY

- > Send cover letter and CV at: [atlas-recruitment@groupegeos.com](mailto:atlas-recruitment@groupegeos.com)**

