



## METRO EXPRESS LIMITED

### Vacancy – Post of Admin Assistant

The **Metro Express Limited (MEL)** is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for the developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Admin Assistant** in the MEL.

#### A. Qualifications

Candidates shall have the following attributes:

- a) Possess a relevant diploma of business administration or public administration from a recognised University or an equivalent qualification acceptable to the Board of MEL.

#### B. Key Skills and Experience

- a) At least 1 year working experience with word or data processing;
- b) Excellent computer skills with proficiency in MS Office;
- c) Possess good analytical, technical and interpersonal skills;
- d) Ability to organise and prioritise workload, compose under pressure and able to work independently or in teams;
- e) Ability to maintain a strict level of confidence, reliable and work effectively in a fast-paced environment with strong problem-solving skills;
- f) Ability to learn and adapt to new concepts and skills quickly.

#### C. Duties

The incumbent shall be reporting to the Office Administrator and in-charge of the following:

1. Maintain document control processes and procedures;
2. Prepare, scrutinise and process incoming documentation (registration in the EDMS, internal distribution, archiving) and outgoing documentation;
3. Monitor technical documents and review them in accordance to the procedures with the ability to spot any error;
4. Assistance in the preparation collation and issue of reports, documents, minutes, and registers as may be required;
5. Maintaining order to ensure confidentiality around sensitive information;
6. Assist in administrative duties within the division/section/unit and provide general support to operational services including but not limited to booking travel, mailing and shipping documents/packages, and updating contact database and employee list;

7. Draft replies to simple correspondence and effect simple research on matters pertaining to the division/section/unit as and when required;
8. Assist in duties relating to committees, organisation of official functions, and other activities; and
9. Perform such other duties related to the main duties listed above or related to the roles ascribed to him.

#### **D. Pay Package**

Salary is negotiable based on qualifications and experience.

#### **E. Mode of Application**

1. Application Form can be downloaded from MEL website:  
<https://www.mauritiusmetroexpress.mu/job-vacancies/>
2. Applications together with photocopies of academic qualifications should be addressed to the Human Resource Manager, Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201, **not later than Friday, 22 November 2019 at 1500 hours.**
3. Alternatively, applications together with scanned copies of academic qualifications can also be emailed to [registry@metroexpressltd.org](mailto:registry@metroexpressltd.org)
4. The envelope or the title of the email should be clearly marked "**Admin Assistant**".
5. Applications received after the closing date will not be considered.

**MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidates.**

Date: 16 September 2019