



## **METRO EXPRESS LIMITED**

### **Vacancy – Post of Executive, Warehousing**

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 **Executive, Warehousing** in the **MEL**.

#### **A. Qualifications**

Candidates shall have the following attributes:

- a) Possess a Bachelor degree in Logistics or Supply Chain Management or any related discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) Have minimum 3 years' experience in warehouse management;
- c) Ability to devise plans for warehousing activities;
- d) Sound knowledge of the purchasing policy and ensuring that all purchases adhere to it;
- e) Possess excellent verbal and written communication skills, with good IT knowledge;
- f) Ability to supervise and good people management skills;

#### **B. Duties**

The incumbent shall be in-charge of the following:

1. Organise and maintain inventory and storage areas in the warehouse;
2. Create schedules, monitor stock levels at the warehouse and replenishing of stock;
3. Ensure every item of stock gets to its destination on time, and no shortages on shelves;
4. Ensure the warehousing equipment is regularly serviced;
5. Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods;
6. Measure and report the effectiveness of warehousing activities;
7. Prepare status report (s) of the Warehouse Section;
8. Work with team members and Manager, Logistics to complete duties as needed;
9. Perform other tasks and related duties as assigned.

#### **C. Pay Package**

Salary is negotiable based on qualifications and experience.

#### **D. 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 Wednesday, 24 April 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 "**Executive, Warehousing**".
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: 10 April 2019