



METRO EXPRESS LIMITED

Vacancy – Post of Office Administrator

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 **Office Administrator** in the MEL.

A. Qualifications

Candidates shall have the following attributes:

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

B. Key Skills and Experience

- a) A minimum of 4 years working experience with at least 1-year supervisory capacity;
- b) Excellent computer skills with proficiency in MS Office with good analytical, technical and interpersonal skills;
- c) Possess good knowledge of methodologies of quality assurance and standards with ability to maintain control and traceability of the documentation;
- d) Ability to organise and prioritise workload, compose under pressure able to work independently or in teams;
- e) Strong time management, people skills, maintain a strict level of confidence, flexibility, and multitasking ability as well as aptitude to learn and adapt to new concepts and skills;
- f) Demonstrated leadership and strong line management ability, with significant experience in office management and work effectively in a fast-paced environment with strong problem-solving skills;

C. Duties

The incumbent shall be reporting to the Chief Executive Officer/HR Manager. The duties and responsibilities include but not limited to:

1. Provide administrative support in general administration and oversee the day-to-day activities of the office as the main point of contact (including but not limited to: booking travels, servicing of company vehicles etc);
2. Provide customer service to the relevant stakeholders and oversee office interactions, responding to requests and questions according to established guidelines;

3. Maintain office efficiency by maintaining appearance of common areas, organising procedures, handling correspondence, managing filing systems, and overseeing supplies and equipment;
4. Oversee and maintain office equipment for uninterrupted function, identify and fulfil office supply needs, as and when required;
5. Manage all aspects of the office's space/infrastructure planning (moves, adds, and changes to workstations) and provide answers, resources, and solutions as requested;
6. Coordinate internal and external resources, and cultivate relationships with vendors;
7. Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving);
8. Ensure all documentations are correctly identified, distributed, and filed/stored;
9. Implement and maintain document control processes and procedures, and manage all flows of documents either in electronic form or on paper support;
10. Ensure control and coordination of project/technical documentations and data;
11. Ensure the use of standardised forms and templates;
12. Ensure the accuracy, completeness and timeliness of processes and activities;
13. Assist in the organisation of official functions, events and other activities;
14. Ensure that controlled copies of latest approved documents and drawings are distributed internally and externally according to the established guidelines; and
15. To 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
4. The envelope or the title of the email should be clearly marked "**Office Administrator**".
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