



## METRO EXPRESS LIMITED

### Vacancy – Post of Office Attendant

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 Attendant** in the MEL.

#### A. Qualifications

Candidates shall have the following attributes:

- a) Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or in six subjects including English language with at least Grade C in any one subject or any equivalent qualification acceptable to the Board of MEL;
- b) Ability to communicate in English and French;
- c) Ability to work in a team and possess qualities such as reliability and trustworthiness.

#### B. Duties

The incumbent shall be in-charge of the following:

1. To open and close offices;
2. To operate the reception counter, wherever applicable;
3. To maintain a register of all visitors;
4. To usher in/guide visitors and maintain a record of such visits, if so required;
5. To clean premises and to maintain the physical environment at a good standard;
6. To ensure that all switches/lights are turned off before leaving the premises;
7. To operate switchboard/IPPBX console;
8. To take messages from outside callers and transmit same to officers concerned;
9. To operate office equipment such as duplicating, photocopying, fax and binding machines;
10. To assist in the arrangement of furniture and equipment within the premises;
11. To perform simple document binding duties;
12. To prepare and serve tea/coffee;
13. To perform such other duties related to the main duties listed above or related to the delivery, of the output and results expected from the Office Attendant in the roles ascribed to him.

### 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 Friday 02<sup>nd</sup> August 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 "**Office Attendant**".
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: 24<sup>th</sup> July 2019