



METRO EXPRESS LIMITED

Vacancy – Post of Storekeepers

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 **Storekeepers** in the MEL.

A. Qualifications

- a) Possess a Higher School Certificate with experience.
- b) Have at least 2 years of experience in storekeeping, inventory control or record keeping.
- c) Possess a valid driver's license and willingness to acquire and maintain forklift certification.

Candidates shall have the following attributes:

- a) Having knowledge of proper bookkeeping and inventory management.
- b) Familiarity with standard concepts and best practices in a stockroom or warehouse environment.
- c) Analytical mind with ability to make accurate mathematical computations.
- d) Competencies in data entry, analysis and management.
- e) Skills to operate common office equipment.

B. Duties

The incumbent shall be in-charge of the following:

1. Maintain receipts, records and withdrawals of the stockroom.
2. Receive, unload and shelf supplies.
3. Perform other stock-related duties, including returning, packing, pricing and labelling supplies.
4. Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
5. Rotate stock and coordinate the disposal of surpluses.
6. Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
7. Coordinate the handling of freight, the movement of equipment and necessary minor repairs.

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 Tuesday, 30 April 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 **"Storekeepers"**.
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 April 2019