



METRO EXPRESS LIMITED

Vacancy – Post of Personal Secretary to CEO

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.

Reporting directly to the CEO providing executive support in a one-on-one working relationship. The person serves as the primary point of contact for internal and external parties on all matters pertaining to the Office of the Chief Executive Officer.

We are looking for a creative individual who enjoys working in a fast-paced, mission-driven, results-driven and collaborative environment. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organisational skills, and the ability to maintain realistic balance among multiple priorities. You will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. If you can confidently demonstrate that you meet the criteria we are looking for, please send us your application.

A. Qualifications

Candidates shall have the following attributes:

- a) Possess a first degree from a recognised university, or an equivalent qualification acceptable to the Board of MEL; or
a minimum of 10 years' working experience supporting C-Level Executives with high degree of professionalism in dealing with multiple stakeholders.
- b) Expert proficiency with Microsoft Office and possesses technical proficiency in IT.
- c) Demonstrated proactive approaches to problem-solving with strong decision-making capability, ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- d) Forward thinker who actively seeks opportunities and proposes solutions, highly resourceful team-player but with ability to also be extremely effective independently.
- e) Ability to maintain a high level of integrity and discretion in handling confidential information, be adaptable to various competing demands, and to deal courteously and tactfully at all levels.
- f) Possess emotional maturity with excellent interpersonal skills, an inquisitive mind, and strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with exceptional attention to details.
- g) Ability to be hands-on and detail oriented, work as part of a team and willingness to be very hands-on in the performance of a variety of assigned tasks.
- h) Flexibility to work subject to any exigencies needed by the business.

B. Duties

The incumbent shall be in-charge of the following but not limited to:

1. Performs all executive secretarial tasks for the CEO, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the CEO and/or staff;
2. Maintains calendar of appointments for the CEO, ensuring the CEO is apprised of all appointments and changes as well as matters requiring immediate attention;
3. Uses automated office systems to prepare letters, memoranda and reports;
4. Screens and receives calls, complaints and inquiries from employees, public officials, the press and the general public addressed to the CEO; gathers appropriate material from the CEO and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;
5. Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
6. Works closely and effectively with the CEO to keep the latter well informed of upcoming commitments and responsibilities, following up appropriately.
7. Opens and screens mail addressed to the CEO, answers routine mail independently and routes other mail with background material as necessary;
8. Maintains all files for the CEO, ensuring that material is properly marked and accessible for immediate use;
9. Coordinates all travel arrangements for the CEO;
10. Coordinates the scheduling of regular staff meetings or other stakeholder meetings, gathering agenda items and materials as required and preparing and distributing finalized agenda;
11. Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedures;
12. Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on issues to successful completion, often with deadline pressures.
13. Performs some secretarial tasks for members of various committees as assigned or requested;
14. To perform such other duties related to the main duties listed above or related to the roles ascribed to him/her.

C. Pay Package

Salary is negotiable based on qualifications and experience.

D. Mode of Application

1. Application can be made either online or via post.
 - i) Application Form can be downloaded from MEL website:
<https://www.mauritiusmetroexpress.mu/job-vacancies/>

Application Form together with scanned copies of academic qualifications to be emailed to career@metroexpressltd.org
 - ii) Alternatively, Application Form 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.
 - iii) Please ensure that the envelope or the title of the email should be clearly marked **“Personal Secretary to CEO”**.
2. Closing date is **not later than Monday, 21 December 2020**.
3. Application received after the closing date and any incomplete application without duly filled/signed Application Form 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: 03/12/2020