

POSITION DESCRIPTION



Office Administrator

Position No.	MEL2203
Vacancy Type	Internal & External
Classification	PSI 7
Salary	Negotiable
Employment Type	Contract – full time (continuing) position available
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked “Office Administrator”.</p>
Position deadline	<p>Monday, 28 February 2022 Applications received after the closing date will not be considered.</p>

Job Title:
Office Administrator

Reporting Line:
Human Resources Manager

Function/Division:
Corporate – General Administration

Location:

Mandatory Qualifications:

- (i) 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.
- (ii) A minimum of 4 years working experience with at least 1-year supervisory capacity.

Attributes:

- (i) Excellent computer skills with proficiency in MS Office with good analytical, technical and interpersonal skills;
- (ii) Possess good knowledge of methodologies of quality assurance and standards with ability to maintain control and traceability of the documentation;
- (iii) Ability to organise and prioritise workload, compose under pressure able to work independently or in teams;
- (iv) 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;
- (v) 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;

Duties & Responsibilities:

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 the procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving) of Document Management are established accordingly, and establish the same for as well as maintain the Electronic Data Management Systems;

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.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.