POSITION DESCRIPTION

METRO EXPRESS

TICKETING OFFICER

Position No.	MEL2211
Vacancy Type	Internal & External
Classification	PSI 11
Salary	As per MEL Salary Scale
Employment Type	Contract – Full time (permanent position available)
How to Apply	Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/ Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org 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 The envelope or the title of the email should be clearly marked **"Ticketing Officer"**.
Position deadline	**Friday, 03 JUNE 2022** Applications received after the closing date will not be considered.

Job Title:
Steward

Reporting Line:
Manager, Station Operations and Customer Service

Function/Division:
Operations – Station Operations and Customer Service

We are looking for prospective employees who are friendly, customer-oriented, safety-conscious, compliant to rules and procedures as well as team players.

Qualifications:

(i) Possess a Cambridge School Certificate with at least Grade C in English Language and Mathematics;

Location:
Richelieu/Rose Hill

Attributes:

(i)   Good communication skills and able to communicate in English and French;
(ii)   Confidence in dealing with people of all backgrounds; and
(iii)   Possess a friendly, approachable and pleasant disposition, and excellent customer service skills.

Duties & Responsibilities:

The incumbent shall be in-charge of the following:

1. Sale Concession tickets;
2. Handle of tickets issues;
3. 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.