

# POSITION DESCRIPTION



## OFFICE ATTENDANT

Position No.	MEL2307
Vacancy Type	Internal & External
Classification	PSI 11
Salary	Rs. 15,000 x 400 – 18,200 x 500 – 22,700 x 600 – 26,300.
Employment Type	Permanent position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://mauritiusmetroexpress.mu/job-vacancies/?lang=en">https://mauritiusmetroexpress.mu/job-vacancies/?lang=en</a></p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - <b>Human Resources Manager</b> 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 Attendant”.</p>
Position deadline	<b>Wednesday, 02 August 2023</b> Application made without completed MEL Application Form and received after the closing date will not be considered.

### Job Title:

Office Attendant

### Reporting Line:

Office Administrator/HR Manager

### Function/Division:

Administration

### Location:

Ebene/Richelieu

### Qualifications:

- (i) 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;
- (ii) Ability to communicate in English and French;

(iii) Ability to work in a team and possess qualities such as reliability and trustworthiness.

The duties and responsibilities include but not limited to:

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 assist in sending and posting letters at post office;
9. To assist in documents, dispatch as and when required;
10. To carry out deep cleaning of all offices every Saturdays;
11. To maintain inventory of office furniture and kitchen amenities;
12. To help and assist in event organisation (internal & external);
13. To take messages from outside callers and transmit same to officers concerned;
14. To operate office equipment such as duplicating, photocopying, fax and binding machines;
15. To assist in the arrangement of furniture and equipment within the premises;
16. To perform simple document binding duties;
17. To prepare and serve tea/coffee;
18. 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.

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