

# POSITION DESCRIPTION



## OFFICE ATTENDANT/DRIVER

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| Position No.      | MEL26/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Vacancy Type      | Internal & External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Classification    | PSI 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Salary Scale      | 17,700 x 400 – 18,200 x 500 – 22,700 x 600 – 26,300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Employment Type   | Permanent position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| How to Apply      | <p>Online applications are preferred.<br/>For online application and downloading Application Form, please visit: <a href="https://www.mauritiusmetroexpress.mu/job-vacancies/">https://www.mauritiusmetroexpress.mu/job-vacancies/</a><br/>Via email:<br/>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:<br/>Applications together with scanned copies of academic qualifications can also be addressed to: -<br/><b>Human Resources Manager</b><br/><b>Metro Express Ltd</b><br/><b>Richelieu Branch Road</b><br/><b>Richelieu 71625</b></p> <p>The envelope or the title of the email should be clearly marked “OFFICE ATTENDANT/DRIVER”.</p> |
| Position deadline | <p><b>Monday, 31 August 2026 at 15.00</b></p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Job Title:

Office Attendant/Driver

### Reporting Line:

Office Administrator/HR Manager

### Function/Division:

Administration

**Location:** Richelieu

### Qualifications:

- 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** (ii) 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;
- Ability to communicate in English and French;
- Ability to work in a team and possess qualities such as reliability and trustworthiness;

- d) Possess a valid driving license with good driving track record;

The incumbent shall be in-charge of the following:

1. To run official errands (internal and external), including the dispatch of correspondence, files, forms, water bottles and materials etc and;
2. To usher in/guide visitors and maintain a record of such visits, if so required.
3. To clean premises including kitchenettes and to maintain the physical environment at a good standard;
4. To open and close offices; and deposit key as per instruction;
5. To ensure that all switches/lights are turned off before leaving the premises;
6. To operate switchboard/IPPBX console;
7. To operate office equipment such as duplicating, photocopying, laminating and binding machines;
8. To assist in the arrangement of furniture and equipment within the premises;
9. To perform simple document binding duties;
10. To prepare and serve tea/coffee;
11. To replenish water bottles for all dispenses in all premises;
12. To help setup for board meeting, sub committees and interviews. To collect and serve refreshment in board meetings, sub committees and any other gatherings;
13. To drive, as and when required, vehicles for the conveyance of staff, materials, equipment and supplies in connection with the activities of the Company;
14. To ensure the vehicle is in good running condition (well-cleaned) before a journey/trip;
15. To carry out simple vehicle maintenance tasks and report any default in the vehicles to the responsible officer;
16. To keep and ensure to fill the logbook for car/ vehicle daily; and to fill check-list duties daily;
17. 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/Driver 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.

Date: 07 August 2026

