

POSITION DESCRIPTION



TICKETING OFFICER

Position No.	MEL26/07
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	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 Ltd Richelieu Branch Road Richelieu 71625 The envelope or the title of the email should be clearly marked "TICKETING OFFICER".
Position deadline	Monday, 31 August 2026 at 15.00 Application made without completed MEL Application Form and received after the closing date will not be considered.
Job Title: Ticketing Officer	Qualifications: a) Possess a Cambridge School Certificate with at least Grade C in English Language and Mathematics; Attributes: (i) Good communication skills and able to communicate in English and French; (ii) Confidence in dealing with people of all backgrounds; and
Reporting Line: Manager, Station Operation and Customer Service	
Function/Division: Station Operation and Customer Service	
Location: Richelieu	

- (iii) Possess a friendly, approachable and pleasant disposition, and excellent customer service skills.

The incumbent shall be in-charge of the following:

1. To carry out necessary measurements and calculations of the trade in accordance with technical specifications.
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.

Date: 07 August 2026