

POSITION DESCRIPTION



PROCUREMENT ASSISTANT

Position No.	MEL2307
Vacancy Type	Internal & External
Classification	PSI 8
Salary	Rs. 22,200 × 500 – 22,700 × 600 – 27,450 × 800-37,100 × 1,000– 40,100
Employment Type	Permanent position
How to Apply	Online applications are preferred. For online application and downloading Application Form, please visit: https://mauritiusmetroexpress.mu/job-vacancies/?lang=en 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 "Procurement Assistant".
Position deadline	Friday 13 November 2026 at 15h00. Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
Procurement Assistant

Reporting Line:
Manager, Logistics and Procurement

Function/Division:
Logistics/Procurement

Location: Richelieu

Qualifications:

- (i) Possess a relevant diploma in Logistics or Supply Chain Management or Purchasing and Supply Management from a recognised University or an equivalent qualification acceptable to the Board of MEL;

Attributes:

- a) A minimum of one-year proven post qualification and hands-on experience in procurement, purchasing or supply chain;
- b) Expert and advance negotiation skills and possess good communication skills (both verbal and written) as well as excellent organisational skills;
- c) Strong interpersonal skills, an inquisitive mind, and the ability to work effectively in a matrix organisation with multiple functions and organisational levels, together with a positive attitude and strong work ethic with high integrity required;
- d) Results oriented with the ability to effectively handle multiple priorities, organise workload and meet deadlines.

The incumbent shall be reporting to the Manager, Logistics and Procurement. The duties and responsibilities include but not limited to:

1. Receive and record Purchase Requisitions (PRs), entering accurate details into the procurement system and relevant registers.
2. Check PRs for completeness, supporting documents and required approvals, and follow up with user departments on missing information.
3. Maintain and update the procurement tracker to reflect the status of each request from receipt to completion.
4. Undertake low-value procurement in accordance with MEL's procurement procedures, approved thresholds and delegated authority.
5. Receive and record supplier invoices, check the availability of supporting documents and coordinate their submission for payment processing.
6. Assist with supplier registration and maintain

accurate supplier information and supporting records.

7. Perform procurement administrative tasks, including correspondence, document routing, scanning, filing and arranging procurement-related meetings.
8. Act as backup to the Procurement Officer when required, carrying out assigned duties within the applicable authority and approval limits.
9. Act as backup to the Logistics Officer when required, assisting with transport scheduling, supplier collections, deliveries and logistics records.
10. Assist in preparing procurement reports and compiling records for audits, and undertake other related duties assigned by the Manager, Procurement & Logistics.

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

Date: 14 October 2026