

Receptionist/ Secretary

We are seeking a dedicated and dynamic Secretary to join our team, providing essential administrative support, and ensuring the smooth operation of our front office.

PROFILE

- Diploma in secretarial, management or marketing field or equivalent
- Ability to work under pressure and within tight deadlines
- Positive attitude
- An organised approach and excellent time management skills
- Good communication skills (*both verbal and written English and French*)
- The ability to work well as part of a team
- Computer literacy (word and excel) and good typing skills
- Accuracy and attention to details

SALARY

Negotiable

DUTIES

- Front Office Desk Services
- Telephone and communication management
- Provide general administrative supports
- Preparing and formatting of documents and presentations
- Coordination with other Departments
- Photocopying and binding of documents
- Maintaining office filing system (both paper and electronic)
- Arranging meetings and co-coordinating diaries for the Engineers and Directors

If you are passionate about administrative work and looking for an opportunity to grow with a forward-thinking team, we would love to hear from you.

How to Apply:

Please send your resume, cover letter, and certificates to admin@prodesign.mu by July 30, 2024.

Note:

- *The company reserves the right to call only the best qualified candidates for the selection exercises.*
- *Applications received after the closing date will not be considered.*
- *The company also reserves the right not to proceed with the vacancies.*

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