

## WE ARE HIRING

# Administrative Assistant

(Ref: AA/BL/1024)

The Administrative Assistant will perform a variety of general administrative and clerical tasks in a well-organised and timely manner.

**Reporting to the Executive Assistant, the job incumbent will be mainly required to:**

### KEY RESPONSIBILITIES

- Uphold a strict level of confidentiality.
- Maintain an organized filing and document control system for paper and electronic documents.
- Retrieve information as requested in a timely manner.
- Schedule and coordinate meetings, appointments, and manage travel itineraries.
- Assist in scheduling in-house and external training and events.
- Provide word processing support as required, including but not limited to preparation of reports, papers, letters, general office correspondence, and minutes of meetings.
- Circulate minutes of meeting to related stakeholders within agreed timelines.
- Ordering and taking inventory of office supplies.
- Verify delivery notes and invoices for the purchases upon delivery of goods and services.
- Coordinate the obtention of signatures before issuing payments.
- Process incoming invoices and other documents and ensure prompt distribution of same.
- Undertake other general clerical duties, including but not limited to, dealing with incoming and outgoing correspondences in a timely manner, photocopying and collating papers and mailings, printing of documents and arranging for documents to be dispatched.
- Ensure that any phone call received for sick and annual leaves by employees are communicated by writing to Human Capital.
- Perform such other related duties as may be assigned.

### QUALIFICATIONS & EXPERIENCE

- Higher School Certificate or equivalent.
- Certificate in Secretarial duties.
- At least 3 years of experience in similar position.
- Fully proficient in MS Office suite.

### OTHER PREREQUISITES

- Excellent verbal and written communications skills.
- Detailed oriented and strong organisational skills.
- Must be able to work independently, as well as perform as part of the team.
- Ability to work under pressure and within tight deadlines.

Candidates are invited to send their application letter and detailed CV via e-mail to [info@bloomage.mu](mailto:info@bloomage.mu) with reference "Ref: AA/BL/1024." in the subject title.

**Closing Date: 18 October 2024**

Only the best candidates will be called for an interview.