

JOB PROFILE: ADMINISTRATIVE ASSISTANT

Location	Mauritius High Commission 32/33 Elvaston Place, SW7 5NW
Salary	£1700 monthly
Contract Type	Probationary 6 months – subject to successful performance, he/she will then be employed on a permanent basis
Working Time	Monday to Friday 9:30 hrs to 17:00 hrs

1. Duties and Responsibilities

As the Administrative Assistant you will be responsible for all general duties in the Administrative/Consular section of the High Commission.

About the role:-

- To provide administrative support in general administration, consular matters human resource management and finance matters;
- To prepare Mission's monthly "return of accounts";
- To maintain and ensure proper filing, accounting and recording system;
- To effectively use word-processing, database and spreadsheet, software application; programs in the course of your duties
- To type and collate official documents/correspondence;
- To assist in the organisation of official functions and other activities;
- To carry out simple research work in connection with official documents; and
- To handle correspondence addressed to the Consular Division;
- To attend Consular/immigration/visa matters
- To receive guests/visitors and provide them with the required information and guidance;
- To ensure that consular/visa related work are properly attended to;
- To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Administrative Assistant in the roles ascribed to him/her.

2. Selection Criteria

- Applicants are expected to hold at least a Diploma level qualification in a relevant field;
- Have the right to live and work in the UK;
- Fluent in English and French, and Creole desirable

- Computer Literate;
- Possess good verbal and communication skills;
- Initiative, discretion and judgement or high order with stability to maintain confidentiality
- Pleasant, tactful; and approachable personality;
- Self motivated and reliable and willing/able to work flexible hours;
- Strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities;
- Knowledge and broad understanding in corporate business work environment; and
- Works well independently and in a team to deliver the High Commission's objectives.

3. Application process

Interested candidates are expected to send us a short CV (maximum 2 pages) outlining their work experience, qualifications (including details about nationality, address in the UK, email address and contact number in the UK) by email on: highcommissionmauritius@gmail.com by the deadline of **9 June 2023**

The shortlisted candidate will be invited for an interview and will be required to provide relevant identity documents to enable pre-employment checks once selected.