

## **JOB PROFILE: PERSONAL ASSISTANT/CONFIDENTIAL SECRETARY**

<b>Location</b>	Mauritius High Commission 32/33 Elvaston Place, SW7 5NW
<b>Salary</b>	£1600
<b>Contract Type</b>	Probationary 6 months subject to successful performance, he/she will then be employed on a permanent basis
<b>Working Time</b>	Monday to Friday 9:30 hrs to 17:00 hrs

### **1. Duties and Responsibilities**

- Provide comprehensive administrative and secretarial support;
- Answer all telephone calls and undertake responsible screening of calls;
- Co-ordinate and maintain a schedule of appointments and meetings;
- Prepare and co-ordinate reports and agendas for meetings, including dispatch to various members and minute taking as required. Attendance of certain meetings may include after hours;
- Carry out duties in accordance with principles, corporate values and strategies;
- Organise appointments, meetings and conferences which may include collating meeting papers, coordinating venues and arranging travel itineraries;
- Ensure requests for advice or correspondence are provided in a professional and timely manner;
- Maintain and update accurate records using the electronic diary, mail and computer;
- Maintain records accurately within filing and information systems;
- Maintain confidentiality of information; and
- 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 the Personal Assistant/Confidential Secretary in the roles ascribed to him/her.

### **Selection Criteria**

#### **Essential**

1. Degree Holder;
2. At least 3 years of relevant work experience;
3. Have the right to live and work in the UK;
4. Initiative, discretion, judgement of high order with the ability to maintain confidentiality
5. Pleasant, tactful; and approachable personality;

6. Self motivated and reliable and willing/able to work flexible hours;
7. 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;
8. Strong interpersonal communication and oral skills, including the ability to interact effectively with people of diverse cultures;
9. Knowledge and broad understanding of office protocols in corporate business work environment;
10. Demonstrated high level computer literacy skills, word processing packages and various computer applications; and
11. Complete proficiency in English

### **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](mailto:highcommissionmauritius@gmail.com) by the deadline of **09 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.