

JOB PROFILE: SECRETARY TYPIST

Location	Mauritius High Commission 32/33 Elvaston Place, SW7 5NW
Salary	£1600 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

- Provide comprehensive administrative and secretarial support;
 - 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 receive guests/visitors and provide them with the required information and guidance;
 - Answer telephone calls and undertake responsible screening of calls;
 - Carry out duties in accordance with principles, corporate values and strategies;
 - 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
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- **Selection Criteria**

Essential

1. Applicants are expected to hold at least a diploma level qualification in any relevant field;
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 by the deadline of **09 June 2023**.

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