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

2. 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.