



INSTITUTION OF ENGINEERS (MAURITIUS)

"Patron: H.E. The President of the Republic of Mauritius"

Key Responsibilities

1. Job Title: Secretarial Assistant

Reports to: President /Secretary IEM

2. Responsibilities:

- a. Support in all IEM related projects such as Washington Accord, Mentoring etc
- b. Responsible for organising group meetings, team meetings and agendas
- c. Managing diaries and organising meetings and appointments
- d. Acting as a first point of contact: dealing with correspondence for IEM
- e. Reminding the IEM officers of important tasks and deadlines
- f. Prepare Meetings for IEM and arrange for catering whenever needed
- g. Typing, compiling and preparing reports, presentations and correspondence
- h. Support the IEM officers as and when required in their mundane work
- i. Dealing with all incoming and outgoing mails and correspondence
- j. Managing filing on cloud and desktop and keeping up to date information on files
- k. Performing general mundane secretarial and admin duties
- l. Being the interface with Members/visitors wishing to talk to the President or Members of Council
- m. Filtering telephone calls and visitors for President & Council Members
- n. Arranging appointments and meetings for President & Council members
- o. Organising travelling and accommodation for foreign visitors when required.
- p. Procurement of stationery and other materials for all projects
- q. Any ad-hoc duties, in line with the business activities, as assigned by your reporting Officer



VACANCY : SECRETARIAL ASSISTANT

The Institution of Engineers Mauritius is looking for a highly-motivated and alert person to perform general administrative duties, computer-related (data entry), proficiency with MS Office (Excel, Word, Outlook, Powerpoint, familiar with office equipment and receptionist duties.

We invite interested candidates to view the job description through our website iemaurltius.com and send your application to the following address by latest Tuesday 11 May 2022 by 4 pm :

The Secretary
Institution of Engineers Mauritius
PO Box 28
Quatre Bornes

IEM Secretary
27 April 2022