

Administrative Assistant

We are seeking a dedicated and dynamic Administrative Assistant to join our team, providing essential administrative support, and ensuring the smooth operation of our front office.

PROFILE

- Diploma in secretarial, management or marketing field or equivalent
- Ability to work under pressure and within tight deadlines
- Positive attitude
- An organised approach and excellent time management skills
- Good communication skills (*both verbal and written English and French*)
- The ability to work well as part of a team
- Computer literacy (word and excel) and good typing skills
- Accuracy and attention to details

SALARY

Negotiable

DUTIES

- Performing general admin duties
- Preparing and formatting documents and presentations as per approved procedures and standards
- Ensuring that documents have been reviewed, proofread and are as per the approved format
- Photocopying and binding documents
- Making and answering telephone calls
- Assisting technicians, managers and engineers whenever necessary
- Assisting with the establishments, revisions and maintenance of office procedures, templates and policies.
- Maintaining office filing system (both paper and electronic)
- Arranging meetings and co-coordinating diaries for the engineers and directors
- Assisting in the preparation of fee proposals, tenders, general proposals etc

If you are passionate about administrative work and looking for an opportunity to grow with a forward-thinking team, we would love to hear from you.

How to Apply:

Please send your resume, cover letter, and certificates to admin@prodesign.mu by January 31, 2026.

Note:

- *The company reserves the right to call only the best qualified candidates for the selection exercises.*
- *Applications received after the closing date will not be considered.*
- *The company also reserves the right not to proceed with the vacancies.*