



Job Title: Office Attendant-Driver

Department: Logistics

Job Summary

The office attendant cleans offices at the Head Office and Caudan, executes maintenance works and drives the company vehicles. The incumbent is also responsible to dispatch documents and postage to appropriate destination in a timely manner depending on daily scope of works and roaster.

Main Responsibilities

- Open and close offices at Head Office and Caudan in a timely manner.
- Process requests on cleaning/repair issues on a timely and effective manner.
- Escalate critical issues noted while cleaning and make suitable recommendation to Senior Office Attendant.
- Attend to maintenance requests as assigned by higher positions in the Logistic Department.
- Report on any anomaly noted on equipment during maintenance and provide feedback on the need for repair or replacement of equipment.
- Fill in job sheet and get same approved by the Maintenance Officer.
- Inform Maintenance Officer of any disposal to be done in due time.
- Help in issuing items in store to requesting departments.
- Carry out the set-up, installation of equipment and any other arrangements with regard to board meetings, training, marketing and company events or any other planned events.
- Record all couriers received properly in an appropriate way.
- Collect documents to be dispatched as per agreed timeframe.
- Dispatch documents as per agreed guidelines and timeframe.
- Fold and frank letters/documents received from business units to post as per agreed timeframe.
- Dispatch board pack to directors.
- Drive company bus/vehicle by respecting all road safety rules and regulations.
- Practice defensive driving and show courtesy on road.
- Keep the bus always neat and clean.
- Report any issue with passengers or any stakeholders on road to the Logistics Manager.

- Make the necessary routine checks on the bus/vehicle before starting the journey (tyres, brake, water level etc.) and report any maintenance issue to the Logistics Manager.
- Fill in the maintenance checklist weekly and submit same to Logistics Manager.
- Monitor parking allocation for eligible staff and visitors/stakeholders.

Job Requirements

- SC
- Clean driving learner/license
- 2 Years of relevant work experience.
- Good Interpersonal skills.
- Defensive driving skills
- Knowledge of updated road regulations and road safety guidelines

Interested candidates are requested to send their CV with reference 2021GOAD Office Attendant-Driver on recruitment@mua.mu

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