



VACANCY

Diplomatic Mission is looking for a full-time Telephone Operator/Travel clerk to be responsible for providing telephone reception service. Completion of secondary school is required (High School Certificate). At least three years of experience as a receptionist in an administrative, business or government work environment is required. Good working Knowledge in French and English (speaking, reading and writing) is required. Oral Fluency in Creole is required. Basic skills in IT software such as MS Outlook, Word and Excel is required. Ability to technically operate the switchboard is required. Must be polite and have excellent verbal communications skills. Interested candidates must send their applications with copies of credentials to Human Resource Office, 4th Floor, Rogers House, Port Louis to arrive no later than close of business July 26, 2012.