



Avipro Co. Ltd Company of the Eclovia Group, is a pioneer in the poultry sector in Mauritius. Its main activities are breeding and production, grouped respectively under the Farming and Processing entities.



WE ARE HIRING

Receptionist/Administrative Assistant

Join our team and be an integral part of ensuring smooth operations and a positive work environment!

Responsibilities:

1. Handle the telephone and reception desk according to adhering to predefined standards
2. Welcome, assist, and guide visitors professionally to the appropriate areas
3. Offer general administrative and clerical assistance, including mailing, scanning, and copying
4. Organize meetings and accurately record meeting minutes
5. Input employee Time and Attendance data into the system
6. Engage actively in HR processes
7. Coordinate welfare activities to enhance employee well-being and satisfaction

Profile

- High School Certificate Holder
- 2-3 years of experience in a comparable role
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Meticulous attention to detail and strong organizational skills, capable of multitasking in a fast-paced setting
- Outstanding communication abilities in both spoken and written French and English
- Promoter for animal welfare

Benefits

Attractive remuneration package
Medical Cover and Private Pension Plan
Attendance bonus (5 % Basic salary)

Interested candidates should forward their resume by latest,
19 April 2024 to the Human Resources Department,
Avipro Co. Ltd – Processing Plant, Pont-Fer, Phoenix | Tel: 6863094 | Email : hrprocessing.avipro@eclosia.com