



## **Vacancy for the post of Office Attendant/Driver**

The Mauritius Institute of Biotechnology Ltd (MIBL) is the leading biotechnology agency mandated by Government to catalyse the growth of the medical, marine, agricultural, industrial and environmental biotechnology sectors in Mauritius. MIBL is also entrusted with the responsibility of investing in potential business ventures in the field of biotechnology.

### **The particulars for the post are as follows:**

#### **1. Job Profile**

The office attendant/driver is responsible for ensuring the cleanliness, organization, functionality of the office space and conveyance of staff.

#### **2. Key Duties and Responsibilities**

- a) Opening and closing of offices.
- b) General office cleaning.
- c) Tea/coffee making and serving.
- d) Despatch of correspondence.
- e) Managing office supplies.
- f) Assisting with administrative tasks such as filing and data entry, and providing support to other staff members as needed.
- g) Operate a telephone switchboard/PABX console, as and when required.
- h) Operate office equipment such as duplicating, photocopying and fax machines.
- i) Transport officers/passengers or goods, following traffic laws and safety regulations, maintaining office vehicles.
- j) Perform any other such duties related to the main duties listed above.

#### **3. Candidate Profile**

- a) Five "O" Levels.
- b) 3 years of experience as driver.
- c) Good verbal and written communication skills in English & French
- d) Handle various tasks simultaneously.
- e) Maintain a professional appearance and demonstrate a positive attitude.

#### **4. Mode of Application**

Application form can be downloaded from the MIBL's website at [www.mibl.govmu.org](http://www.mibl.govmu.org). Interested candidates are invited to submit their application and Curriculum Vitae by email: [contact@miblm.com](mailto:contact@miblm.com); not later than 1600 hours on Monday 20th of May 2024.

Applications received after closing date will not be retained. Only the best qualified candidates will be convened for an interview.

MIBL reserves the right not to make any appointment as a result of this advertisement.