



# MAURITIUS SHIPPING CORPORATION LTD

## SCHEME OF DUTIES

<b>Position:</b>	Confidential Secretary
<b>Salary Scale:</b>	MUR 27,485 x 800 – 28,285 x 1,000 – 34,285 x 1,250 – 50,535 QB 52,135 x 1,600 – 60,135 x 2,200 – 68935
<b>Grade:</b>	5
<b>Report to:</b>	Managing Director

### Qualifications:

- a) A Degree holder in Management or Management with law from a recognized institute or any other equivalent qualifications acceptable to the Board.
- b) At least 3 years' proven work experience in secretarial/administrative duties in a business/commercial and shipping environment.
- c) Candidates should be computer literate.
- d) Candidates should possess good communications skills and ability to meet tight deadlines.

### Duties:

1. To provide general administrative and secretarial support to the Managing Director;
2. To draft letters/ documents and deal with routine correspondences.
3. To type/collate/file Memoranda and other documents relating to meetings of the Managing Director and other documents of a confidential nature;
4. To keep records of all incoming and outgoing correspondence;
5. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents;
6. To keep proper files for all subjects and activities of the company in a tidy and orderly manner;



7. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition;
8. To schedule meetings and appointments, receive visitors and deal with enquiries;
9. To liaise and follow-up with officers in respect to matters which are being dealt at the level of the Managing Director;
10. To take messages and facilitate the process of communication between the relevant stakeholders;
11. To perform word processing duties and simple computer/data processing work and operate e-mail services;
12. To keep track of important documents, papers and make them available expeditiously;
13. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured;
14. To ensure that meetings are well organised and take place in time and appropriate information is made available;
15. To use ICT in the performance of his duties; and
16. To perform other related duties, as assigned.

**Note:**

The Confidential Secretary may at times, and subject to service exigencies, be required to work outside normal office hours, including during week-ends and public holidays and travel to Rodrigues and overseas. He/She may also be required to work on a shift basis.

Date: July 2024