

## JOB DESCRIPTION

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**Job Title:** Receptionist/Clerical Assistant  
**Campus base:** Mauritius  
**Reporting to:** Campus Administration Manager  
**Overall Purpose:** As the first point of contact for the Campus, to provide friendly and efficient service, directing visitors and staff as required.

### Principal Duties:

- Receive, direct and relay telephone messages
- Supply information regarding the organization to the general public, clients and customers
- Greet, assist and/or direct students, visitors and the general public entering University premises
- Maintain log book for visitors and issue badge
- Provide general administrative and clerical support to other members of staff as required
- Receive and sort mail and deliveries
- Maintain appointment diary either manually or electronically
- Order and manage stationeries, cleaning products and other products when required.
- Process and ensure timely delivery of bus pass for students.
- Liaise with courier company to dispatch documents/parcels.
- To maintain the general organisation of the reception area

Other tasks that may be required by the Campus Director or Campus Administration Manager with particular reference to major events such as examination invigilation and graduation ceremonies, when all administrative staff are expected to participate.

### Flexibility

Please note that given the need for flexibility in order to meet the changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

### Person Specification

**Job Title: Receptionist/Clerical Assistant**

#### Selection criteria:

##### Essential:

- The successful candidate will be educated to A level standard
- Previous relevant work experience
- Ability to deal with visitors, students and staff in a welcoming manner
- Ability to organise and prioritise work demands to meet deadlines.
- Ability to work with a minimum of supervision and to work proactively
- Good communication skills, both orally and in writing
- Good level of computer literacy
- Excellent command of English language and ability to hold effective conversations in French