



Career Opportunity

EXECUTIVE SECRETARY

MAURITIUS INTERNATIONAL TRUST COMPANY LIMITED (MITCO), a subsidiary of Ciel Finance Limited and a member of Ciel Group, is one of the leading management companies licensed by the Financial Services Commission and operating in the global business sector since 1993.

We are seeking an Executive Secretary to join our successful organization. The ideal candidate must be honest, professional and possess excellent time-management and multi-tasking abilities. The Executive Secretary will be expected to provide administrative support to the CEO and the Executive Directors and will perform numerous duties, including travel arrangements, writing correspondence, maintaining appropriate files, handling visitors, and coordinating meetings.

The Position

- Provide high level support for the CEO and Executive Directors, which includes maintaining calendar, preparation of presentation materials and other documents along with usual secretarial duties;
- Coordinate monthly Board of Directors meeting and management meetings;
- Schedule appointments for the CEO, update, and maintain the Outlook calendar;
- Distribute daily mail for the executive staff;
- Arrange travel including booking of flights and hotels reservation. Schedule executive appointments, lunches and dinners as requested;
- Perform additional duties as assigned and required.

Main Requirements

- Must have 5 years of Executive Secretarial experience;
- Excellent communication skills and very proficient in English and French;
- Heavily skilled with Microsoft Office applications, such as Excel, PowerPoint and Word;
- Proven ability to handle confidential information with discretion;
- Strong interpersonal skills and organizational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail;
- Motivated and able to work independently;
- Pleasant and cooperative approach to duties and fellow employees.

Salary will be commensurate with experience, education and ability.

If you think that you have the right profile for this position, please send your CV & motivation letter by post or e-mail, bearing Ref **ES09/17**, to:

The Manager

MITCO

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