

# VACANCY



Island Life Assurance Co. Ltd (ILA) is looking for a dynamic and organized

## ADMINISTRATIVE ASSISTANT

on a fixed- term contract (CDD) to support the CEO's office.

### Key Responsibilities

- Manage the CEO's calendar and schedule appointments.
- Organize meetings, events, and conferences.
- Assist in event coordination and staff welfare activities.
- Take notes during meetings and circulate them within agreed deadlines.
- Monitor the attendance system and submit monthly updates.
- Maintain and organize files, records, and databases.
- Ensure accurate record-keeping and filing of correspondence.
- Provide administrative support to various company projects.
- Follow up with departments on monthly reports.
- Attend to queries from the company website.
- Assist with social media posts and handle updates.
- Monitor office supplies and place orders as necessary.
- Ensure office equipment is well-maintained and operational.
- Follow up on HRDC matters and staff training sessions.

### Profile

- A degree holder with at least 1 year of experience in a similar administrative role.
- Good organizational and communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Reliable, detail-oriented, and capable of working under pressure.

If you feel you have the right profile for the job, please submit your application at [recruitment@currimjee.com](mailto:recruitment@currimjee.com) by quoting AA/ILA/24 by 11<sup>th</sup> October 2024, latest.

*Management reserves the right to call only the best qualified candidates for interviews or not to make any appointment following this advertisement.*

#### Island Life Assurance Co. Ltd

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