

<https://mexamauriti.us.org/job/administrative-clerk/>

## Administrative Clerk

### Description

- Liaise with service providers and follow up of repairs/interventions.
- Follow up of purchase orders and deliveries.
- Log support desk calls and follow up.
- Stock taking and control.

### Qualifications Required

- No previous experience in this specific field required.
- Minimum HSC with Mathematics.

### Contacts

206 8835

### Hiring organization

RT Knits Ltd

### Employment Type

Full-time

### Job Location

Peupliers Avenue, 11123, Pointe aux Sables, Republic of Mauritius

### Date posted

13 May 2023