



WE ARE HIRING

Technical Administrative Assistant

(Ref: TAA/CMH /1123)

Construction & Material Handling Co Ltd, a company in the sales and distribution of Material Handling Equipment, Electrical Products, Power Tools, Office Furniture & Welding Equipment is looking for a dynamic and self-motivated individual to join its existing team.

KEY RESPONSIBILITIES

- Attend customers' requirement regarding basic products and documentation.
- Devise quotations, invoices, and follow up on deliveries.
- Generate weekly reports based on product availability from suppliers.
- Liaise with customers on order follow up and assist in the stock re-ordering.
- Participate in the preparation and organization of promotional events.

QUALIFICATIONS & EXPERIENCE

- Min. HSC holder.
- Min. 1 year experience in a similar role, preferably within a commercial environment.

OTHER PREREQUISITES

- Strong knowledge of MS Excel application.
- Positive, proactive, and dynamic personality with an eye for detail.
- Must be available to work odd hours and meet tight deadlines.
- A team player with good communication and interpersonal skills.
- Being a Self-starter and self-motivated is critical.

Candidates should send their application letter, detailed CV and copies of reference letters to: The Human Capital Manager, CMH Ltd, IBL Business Park or via email: recruitment@cmh.mu with Ref: TAA/CMH /1123.

Closing Date: 17th November 2023.

TO APPLY: EMAIL: RECRUITMENT@CMH.MU