



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Administrative and Welfare Officer</b>
<b>JOB REFERENCE:</b>	AWO/2023/4
<b>REPORTS TO:</b>	Chief Officer – Human Resources & Administration
<b>SECTION:</b>	Administration
<b>DEPARTMENT:</b>	Human Resources and Administration

### JOB SUMMARY

With a multi-faceted role, the Administrative and Welfare Officer shall act as the nodal point for all admin and welfare activities across the company. He/She shall translate admin policies into actionable items, providing admin support to departments and ensure the promotion of welfare activities across the company.

He/She shall report to the Chief Officer-HR and Admin and shall ensure that all administrative and welfare activities are carried out in an effective manner to the satisfaction of all stakeholders.

### PRINCIPAL ACCOUNTABILITIES

This role requires multi-tasking across a range of responsibilities, including:

#### Admin Areas

- **Policy Formulation and Implementation:** Assist in the formulation and implementation of policies relating to the general administrative affairs of the company
- **Fleet Management:** Assist in the proper management and control of the company's vehicles including the payment of relevant taxes and charges, maintenance and repair of vehicles, timely reporting of accidents to insurance provider, follow up on claims, monitoring of drivers' performance and behaviour, etc
- **ASIC Processing:** Prepare, manage and control requests for ASIC permits of staff and stakeholders including the renewal and/or cancellation
- **Insurance Policies:** Manage the employee medical insurance scheme, 24-hour personal accident insurance cover, motor vehicle insurance, general insurance policies, etc). Liaise with the suppliers of insurance policies for all queries pertaining to employee claims for refund of medical expenses.
- **Company Uniform:** Capture uniform requirements from employees, prepare tender documents and follow up with suppliers for the taking of measurements, timely delivery and correction/change of faulty items. Address uniform issues/queries for staff.
- **Attendance Monitoring System:** Track movement of overtime forms, leave forms and updating of attendance on automated software

## PRINCIPAL ACCOUNTABILITIES

- Correspondences/circulars/memos: Drafting of circulars, letters and replies to queries. Organise and maintain files, correspondences and records
- Meetings: To follow up and implement decisions taken at Management Meetings on administrative issues as well as attending appropriate committees as designated.
- Project Management: Assist in the development and implementation of all projects in the admin section.
- Tender preparation: Assist in the preparation of tender documents, participate in the evaluation process and ensure proper contract management.
- General office operations: Prepare payment certificates for transactions in the admin section and ensure proper functioning of the department.
- Complaint Management: Log all staff complaints, perform causal analysis and propose and implement workable solutions
- Stakeholder Management: Involve maintaining key relationships with internal clients and suppliers while ensuring that all administrative tasks are attended to.

## Welfare Areas

- Welfare Committee: To manage the welfare committee of the company ensuring that improvements are implemented to improve the quality of life of employees at the workplace.
- Staff Amenities: To advise on the general welfare of employees ensuring that staff are provided with the required amenities and facilities at the workplace (mess, washroom/bathrooms, rest rooms, changing rooms, kitchen appliances, etc)
- Sports/Team building activities: Prepare and manage all team building activities in collaboration with the HR Team to reinforce group cohesion amongst employees.
- Events Management: Assist in the planning and management of all events being organised by the company (national day celebration, end of year dinner, etc).
- Health screening: Assist in the implementation of health screening plans and participate in employee awareness campaigns
- Kitchen supplies: Ensure that all kitchen/mess are provided with kitchen wares and supplies.

## PERSON SPECIFICATION

### **Knowledge:**

- A honours degree in Management/Business Studies or equivalent from a recognized institution acceptable to the board
- At least 3 years proven experience in a similar position.

### **Skills:**

- Excellent communication skills (both written and verbal)
- Strong interpersonal and organization skills.
- Must be a good team player with an impeccable honesty and integrity.
- Must maintain a high level of professional appearance and conduct.
- Must be a good listener.
- Must be able to pay attention to details.
- Fully conversant with MS Office Suite

## PERSON SPECIFICATION

### Attitude:

- Must have a “can do” attitude and willing to go the extra mile to make things happen.
- Ability to work during odd hours and under pressure while meeting tight deadlines.

## OTHER INFORMATION

### How to apply?

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 26 April 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card
4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

### Applications should be addressed to:

Human Resources Department  
Airport Terminal Operations Ltd (ATOL)  
Passenger Terminal Building  
SSR International Airport  
Plaine Magnien  
Mauritius

### Notes:

- The successful candidate will initially be employed on contract basis for a period of one year with the possibility of permanent employment thereafter based on satisfactory performance.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment, the successful candidate will be required to submit a certificate of character as per the Company Policy.
- Applicants should be Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

***An Equal Opportunity Employer***