

Vacancy Announcement

We are hiring motivated individuals to join our team! If you are passionate, dedicated, and looking for an opportunity to grow, we want to hear from you.

Available Positions:

1. Shop Assistant

- Assist customers and manage daily shop activities.
- Excellent communication and customer service skills required.
- Minimum HSC.
- Computer Literate.

2. Security Officer

- Ensure safety and security of the bookshop and premises.
- Must be vigilant, disciplined, and have prior experience in security.

3. Invoicing Clerk

- Handle invoicing, billing, and related administrative tasks.
- Proficiency in accounting.
- Strong attention to detail and organizational skills required.
- Minimum HSC.
- Computer Literate.

4. Storekeeper

Proven experience as a storekeeper or similar role. Manage inventory, stock levels, and store organization. Must have good record-keeping skills.

Excellent communication and teamwork skills. Minimum Diploma or equivalent.

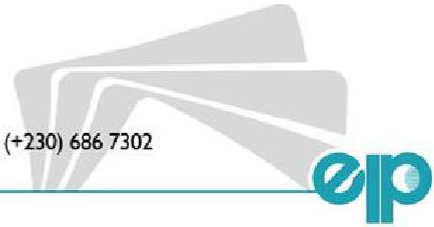
5. General Helper

Maintain cleanliness and orderliness of the bookshop/Store. Assist in unloading and loading of goods.

General assistance in daily operations as needed. A positive attitude and teamwork skills are a must.



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Requirements for All Positions:

- Relevant experience is an advantage.
- Punctuality, reliability, and a strong work ethic.
- Updated Character Certificate.
- Minimum HSC or a Diploma Level in the required fields.

What We Offer:

- Competitive salary package.
- A positive and supportive work environment.
- Opportunities for growth and development.

How to Apply:

Send your CV and cover letter to hr@elpmauriti.us.com by Clearly mentioning the position you are applying for in the subject line.

Join our team and grow with us!