



Job Title: Administrative Secretary

Company Overview:

La Vieille Cheminee Tropical Farm & Eco Lodges is an eco-tourism destination located in Chamarel, Mauritius. Our farm offers a range of eco-lodges and activities for visitors to enjoy. We believe in sustainable agriculture practices that are both environmentally friendly and socially responsible. Our aim is to create a unique experience for our guests while contributing positively to our local community and the environment.

Opportunity Overview:

We are currently seeking an Administrative Secretary to join our team. This is a unique opportunity to be part of an exciting adventure towards sustainable tourism and agriculture. The successful candidate will have the opportunity to work in a beautiful and peaceful environment, surrounded by nature and wildlife. They will also be part of a team that is committed to promoting sustainable practices and making a positive impact on the local community.

Responsibilities:

Hospitality / Client-Facing Duties:

- Answer enquiries by phone/mail.
- Record reservations and bookings.
- Follow up prepayments/payments from clients and tour operators.
- Welcome and check-in clients.
- Coordinate meals and schedules with hospitality staff.
- Liaise with drivers to ensure smooth transportation of goods and services.

Admin / Accounting Tasks:

- Maintain and update employees' files and records.
- Record monthly overtime, absentees, sick leave, and provide information to the accounting firm.
- Initiate bank lists for authorization.
- Process supplier's invoices and payments.
- Prepare invoices and collect payments.
- Prepare banking and reconcile bank statements.
- Bank funds collected from various channels.
- Responsible for managing petty cash.
- Follow up on overdue accounts.

Requirements:

- Proven experience as an Administrative Secretary, preferably in a hotel or reservation desk, or in a similar role.
- Knowledge of basic accounting principles.
- Excellent organizational and time management skills.
- Ability to multitask and prioritize tasks effectively.
- Strong communication and interpersonal skills.
- Attention to detail and accuracy.
- High school diploma or equivalent; additional qualifications in Secretarial Studies or Office Management and Accounting will be an advantage.

We offer a competitive salary package, flexible working hours and a pleasant work environment.

To apply, please submit your CV and cover letter by 10th April 2023

to jobs@lavieillecheminee.com