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Job Vacancy for Administrative Assistant

InfiniTIX Solutions Ltd is looking for Administrative and Sales Assistant with following job description with Minimum of 1-2 years' experience.

Interesting candidates can apply on Email: careers@infinetixsolutions.com .

The candidate for this position will excel at creating and closing new opportunities. By using a consultative approach to selling, this person will use their expertise to identify and qualify leads, leading to sales opportunities with both new and existing customers.

Responsibilities

- Perform a variety of administrative, clerical and reception tasks.
- Handle and coordinate active calendars
- Schedule and confirm meetings
- Ensure file organization based on office protocol
- Provide ad hoc support around office as needed
- Handle administrative requests and queries from other managers
- Answer and direct phone calls.
- Provide general support to visitors
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Assist in Sales for sending quotes, invoices and order to the customers and suppliers.

Qualifications

- Strong interpersonal, customer service and communication skills
- Ability to multitask
- Proficient in Microsoft Office
- HSC