

# WE ARE HIRING !

MAURICE STRATÉGIE

Maurice Stratégie is the research and planning bureau of the government with the objectives of developing short and long term plans, undertaking in-depth economic research and analysis to support policy choices; driving public debate and providing recommendations to support collective choices on social, economic and environmental issues; and evaluating government policies.

## VACANCY : SECRETARIES / RECEPTIONISTS

Maurice Stratégie is seeking highly organised and efficient Secretaries to manage its administrative tasks and support the smooth running of its operations. The Secretaries will be responsible for providing administrative support to the management team, handling communication and scheduling meetings.

### RESPONSIBILITIES

- Manage the office's daily administrative tasks, including answering calls, replying to emails, and scheduling appointments.
- Organise and maintain files, documents, and records.
- Coordinate meetings, including arranging logistics, preparing agendas, and taking minutes.
- Handle travel arrangements, including booking flights, accommodation, and transportation.
- Serve as the point of contact for internal and external stakeholders, addressing queries and providing support as needed.
- Support other administrative tasks as required by management.

### MINIMUM QUALIFICATIONS AND EXPERIENCE

HSC/Certificate of Higher education or equivalent from a recognised educational institution in relevant field of work together with at least 3 years' relevant experience

### MODE OF APPLICATION

Applications should be submitted on [hremauricestrategie.org](http://hremauricestrategie.org) at latest by **Monday 23 September 2024 at 17h00**. Only candidates with the best profile will be convened for interviews.

Maurice Stratégie reserves the right not to make any appointment following this advertisement.