



Léa Marie Lecocq Holding Ltd

About us

Léa Marie Lecocq Holding Ltd is a pioneering company based in Mauritius with a mission to address critical challenges across diverse industries, including Financial Services , Information Technologies, Media & Advertising, Manufacturing and Retail, Facility Management, Property, Entertainment and Ecology. With over 30 years in business, our board members bring a disruptive approach to corporate funding, capital risk management and start up incubation. Our vision is centred on sustainability, responsible finance, equality and education, aiming to fund eco-responsible corporations and entrepreneurs globally.

Our Company focuses on enhancing stakeholder value through strategic investments in enterprises that exhibit robust cash generation, possess resilient balance sheets, and are guided by experienced management teams. By targeting these sectors, Léa Marie Lecocq Holding Ltd seeks to tackle key issues and obstacles present in each domain, contributing to the overall growth, success of the businesses involved and creating a sustainable future for the next generations.

Job Description

General Assistant

Léa Marie Lecocq Holding Ltd is currently seeking for a general assistant.

Programme of Study : Human resource

Your duty:

- Helping on day-to-day tasks
- Supporting executive and board members
- Performing administrative tasks
- Conduct research
- Participate in the program management office

Your Skills :

- Good Organizational skills
- Good customer service skills
- Good Interpersonal skills
- Good problem solving skills
- Good leadership skills
- Good time management, organizational, and task management skills
- Good team player
- Willingness to learn new things
- Flexibility
- Good research capability skills
- Knowledge in textile industry is a plus
- Accounting knowledge would be appreciated
- Diploma/degree in Human Resource

Junior welcome/Salary: negotiable

Deadline for application : 04th September 2023

Contact us now :

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