



TotalEnergies Marketing Mauritius Ltd is hiring an enthusiastic HR Trainees

TotalEnergies Marketing Mauritius Ltd is a subsidiary of TotalEnergies SA and has been operating in Mauritius since 1956. TotalEnergies is a broad energy company that produces and markets energies on a global scale: oil and biofuels, natural gas and green gases, renewables and electricity. Active in more than 130 countries, TotalEnergies puts sustainable development in all its dimensions at the heart of its projects and operations to contribute to the well-being of people.

Situated at Chaussée Tromelin, Port Louis

To be successful as an HR Trainee, you should be comfortable with engaging with internal stakeholders, should be detail-oriented and able to demonstrate excellent administrative and organizational skills. You should also be able to work autonomously coordinating with the different internal stakeholders within and outside the HR department.

We are currently looking for :

- Bachelor's degree in Human Resources Management or studying towards a degree in Human Resources Management or related field.
- Proficiency in Microsoft Office applications such Word, Excel and Power Point.
- The ability to work independently as well as part of a team.
- Strong analytical and problem-solving skills.
- Excellent administrative and organizational skills.
- Good communication skills.
- Detail-oriented.
- Fluency in English and French.

Remuneration: Stipend + Transport will be refunded

Working Days: From Monday to Friday

Send your CV/ Motivation Letter on: careers@totalenergies.mu

By: 02 June 2023

Learn more on their company: <https://services.totalenergies.mu/>