



## Wisdom Management Consultancy (Mauritius) Ltd is hiring an Administrative Officer

Wisdom Management Consultancy (Mauritius) Ltd is a well-established organisation which provides consultancy services in the field of Human Resource Management which cover the full span of HR functional areas.

Situated at 1<sup>st</sup> Floor, Matikola Complex, Independence Street, Vacoas

Duties are as follows:

- Create Social Media Content
- Should have a fair knowledge on Canva/Photoshop
- Carry out Accounting computation
- Knowledge in Ms Word and Ms Excel
- Maintain and update Company Database

We are currently looking for degree holders in BSc (Hons) Management, BSc (Hons) Human Resource Management, BSc (Hons) Marketing Management, BSc (Hons) Management (Minor: Finance), BA English, BA (Hons) French.

Duration: [Full time](#)

Experience: (Optional): [Fresh Graduates also welcome](#)

Remuneration: [Not less than Rs 16,500](#)

Working Days/ Time: [From Monday to Friday- 8:00 to 17:00 and occasionally on Saturdays](#)

Send your CV/ Motivation Letter on: [recruitmentwimaconmtius@gmail.com](mailto:recruitmentwimaconmtius@gmail.com)

By: [16 February 2024](#)

Learn more on their company: <https://wi-ma-con.com/>