

POWERTRAIN SOLUTIONS LTD

is hiring for

Administrative Assistant

Powertrain Solutions Ltd – Volvo Penta is the sole private company dealing in the importation of Volvo Penta brand, accessories and services.

Situated at La Balise Business Park, La Balise, Black River.

Duties are as follows: day to day management support, admin tasks, book-keeping tasks.

We are currently looking for diploma / degree holders in Accounting / Administration

Duration: Preferable FULL time

Experience: Career oriented path

Remuneration: Depending on qualifications & experience

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Send your CV/ Motivation Letter on: powertrain@talbot.mu

By: **03.05.2025**