

T1 Diams, an NGO committed to providing multidisciplinary support to individuals living with Type 1 diabetes across Mauritius and Rodrigues Island, are currently seeking a dynamic and motivated **Administrative Intern** to join our Administrative Department.

This internship opportunity is available under the **YEP Scheme for a duration of 1 year**, or alternatively, as a **3-months internship** for candidates not enrolled in the YEP program.

Please find the details of the internship opportunity below:

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**Position: Administrative Intern**

**Location :** T1 Diams, Quatre Bornes, Mauritius

**Department:** Administration

**Key Responsibilities:**

- Answer and direct telephone calls, take messages, and provide information to callers.
- Manage incoming and outgoing mail; draft routine correspondence.
- Operate office equipment and software (e.g. MS Office, email systems).
- Maintain and update both paper and electronic filing systems.
- Coordinate meetings, appointments, and travel arrangements.
- Greet and assist visitors; direct them as required.
- Assist with event and project coordination, including fundraising activities.
- Manage petty cash, process member subscriptions, and prepare payments.
- Provide administrative support to staff and management.
- Supervise and support clerical and maintenance staff.
- Carry out other administrative tasks as may be assigned.

**Candidate Profile:**

- Higher School Certificate (HSC) or a Bachelor's Degree in Accounting, Finance, or any related field.
- Strong written and verbal communication skills.
- Demonstrates professionalism and problem-solving capabilities.
- Detail-oriented with excellent organizational and multitasking abilities.
- Friendly and collaborative with strong interpersonal skills.

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**Application Process:**

Interested candidates are invited to send their **CV** and a **Motivational Letter** to: [recruit@t1diams.org](mailto:recruit@t1diams.org)

For more information, please contact us on **5497 6895**.

***Kindly note: Incomplete applications will not be considered.***

***Only the most suitable candidates will be shortlisted for interview. The organisation reserves the right not to make any appointment following this advertisement.***