



BUSINESS SOLUTIONS COORDINATOR

Summary of role

We, at the Solutions team support, manage a variety of business projects and applications. As a Business Solutions Coordinator, you will play an important role in our team. After completing initial on-the-job training, you will become a valued contributor to our efficient operation and continuous improvement.

In turn, this role will allow you to advance your understanding of what working in a global company is like. We will help you along the way and support your development towards being someone who is capable of independent execution and taking on more responsibility.

Role & Responsibilities

- Provide general support for the team's activities across various initiatives.
- Communicate effectively with team members and colleagues across the company via email and Microsoft Teams.
- Coordinate cooperation and the completion of group tasks.
- After completing the necessary training, provide administration and (non-technical) support for the existing and future software tools managed by the team.
- Help users of our tools with their requests and problems, both directly and via our ServiceNow ticketing system.

Job Requirements

Qualifications & Experience

- Degree (completed or in progress) in Management, Business Administration, or a related field preferred.
- Equivalent qualifications or relevant experience will also be considered.

Skills

- Ability to work in a team and independently with limited supervision.

- Ability to work according to defined priorities and able to manage own time efficiently
- Demonstrable written & verbal communication skills (the company's business language is English).
- Enthusiastic attitude and willingness to learn.
- Showcase good IT literacy skills and knowledge of MS Office applications (previous experience in editing internal corporate Sharepoint website is a plus).
- Detail-oriented with a high level of accuracy in administrative and coordination tasks.
- Adaptability and willingness to learn new tools and processes.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Customer-oriented approach with good interpersonal and relationship-building skills.
- Ability to take initiative, follow through on tasks, and manage responsibilities with accountability.

Interested candidates are invited to submit their CV, along with their HSC results and university transcripts, to hrosol@bdo.mu.