



**We are looking for talented individuals to join our Team of Professionals.**

## **ACCOUNTANT AND INTERNAL CONTROLLER**

### **Main Responsibilities**

- Prepare and submit statutory return (VAT, PAYE, NPS, TDS,etc)
- Responsible for daily cash flow management
- Report on financial performance
- Prepare monthly management accounts
- Ensure effective Creditors Management
- Ensure effective Debtors Management
- Perform regular internal controls
- Ensure that all transactions are processed on a timely manner during the month.
- Prepare financial summary and do needful with Registrar of Companies
- Ensure that all batches are posted on a regular basis
- Maintain Fixed asset register
- Prepare Analytical review of Actual vs Budget
- Prepare Quarterly forecast of accounts
- Review quarterly returns, interim statements and annual standard pack

### **Qualifications and Experience**

- Relevant degree in Accounting (or any related field) or at least 5 years' proven experience operating in similar capacity
- A qualified accountant would be an advantage
- Advanced IT skills (experience in Accounting software or ERP would be an advantage)
- Excellent communication skills (both verbal and written)
- Excellent organisational skills to plan, prioritise and deliver operational workload



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## PERSONAL ASSISTANT & PURCHASING OFFICER

### Main Responsibilities

- Assist the MD with various administrative responsibilities and play an important part in the decision-making process
- Place orders with various local and international suppliers and ensure proper follow-ups. Closely monitor and follow up on orders lead time and shipping of goods
- Input purchase orders, ensuring that all goods are well codified
- Negotiate best quotes and shipment arrangements with freight forwarders and deal with any other relevant third parties such as insurers, etc
- Liaise with the relevant departments to ensure proper coordination and follow-up of tasks in agreed deadlines
- Ensure proper follow ups with the freight forwarders in respect of shipment departures and arrivals as well as custom clearance
- Prepare and maintain accurately all purchasing documents and records
- Ensure that all filings (hard and soft filing) are up to date, kept tidy and are easily accessible
- Update shipment time of arrival and advise the relevant parties of any delays
- Deal with the suppliers as and when required, ensuring that good communication, procedures and relationship are maintained
- Assist the MD and the statistician with promotions, sales analysis and stock movements
- Answer calls and e-mails and liaise with clients and any other third parties competently on behalf of the MD or any person designated by him
- Arrange for preliminary drafting of correspondence on behalf of the MD
- Plan and organise meetings and take action points and minutes when necessary
- Organise travel arrangements and manage the MD's diary
- Prepare presentations when requested
- Manage ad hoc projects
- Assist in any other cognate duties that may be assigned

### Qualifications and Experience

- Diploma in Business Management or any other related field
- Fluent in English and French and excellent communication skills
- A certification in Procurement Management would be an advantage
- A minimum of 5 years' experience



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## WEB CONTENT COORDINATOR

### Main Responsibilities

- Produce content on Web pages and ensure usability and accuracy
- Responsible for the overall visual look of the website, including images, videos, and other digital media
- Develop, write, and edit Web pages using computer script languages such as Hyper Text Markup Language (HTML) and JavaScript
- Analyze and test all links and content to ensure that information is accurate, accessible, and user-friendly
- Ensure that the Website is compatible with all Internet browsers and mobile devices
- Keep up with current programming, industry changes and technological trends
- Ensure Website maintenance by updating it regularly
- Liaise with related departments such as the supply-chain for the uploading of relevant information on the site
- Design an intranet portal with the relevant contents which will be assigned
- Assist in any cognate duties that may be assigned

### Qualifications and Experience

- Attention to detail and knowledge of website programming software
- IT Proficient: Photoshop, Illustrator, Office tools including, VBA and CMS
- Bachelor's in information systems any related degree courses
- Fluent in English and French and excellent communication skills

We offer a competitive salary commensurate to qualifications and experience. Please send us your CV together with a motivation letter before the 11/11/2021 either by email to [hr@aldrex.mu](mailto:hr@aldrex.mu) or by post to the attention of the Human Resources Manager, Aldrex Suppliers Ltd, Corner Baissac and Victoria Avenues, Quatre-Bornes.

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