



AURA Institute of Business and Hospitality (AIBH)

Aura Institute of Business and Hospitality located on the 2nd Floor, Ramnath Jeetah Building, 51B rue du Savoir Ebene is hiring for the following posts:

(1) Lecturer in the field of Hospitality and Tourism:

- Planning, teaching and lecturing
- Preparing learning materials
- Meeting students individually to discuss progress
- Checking and assessing students' work
- Carrying out administration duties

(2) Admin & Finance Officer

- Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks
- Manage accounts receivable and accounts payable
- Prepare, track, and reconcile ledgers and budgets
- Prepare and submit payroll
- Front desk customer service, including answering phones and greeting guests
- Keep a tidy and appropriate reception area
- Manage schedules for appointments and deadlines
- Take clear messages and communicate effectively with customers, clients, team members, and management

We are currently looking for degree holders in Hospitality / Tourism or Hotel Management and Finance.

Duration: Full time

Remuneration: As per SME

Working Days/ Time: From Monday to Friday- 9:00 a.m to 3:30 pm

Send your CV/ Motivation Letter on: leena@aurainstitute.mu

By: 10th December 2023

Learn more on their company: www.aurainstitute.mu