



## ARNING & Co. Ltd is hiring a Trainee Admin Assistant

ARNING Co.Ltd founded in 2006, is an MQA registered training institution supplying customized learning solutions in soft skills to companies, governmental agencies, NGOs and CBOs (Community-based Organizations) to improve individual and team performance. Our mission is 'Former pour Transformer' whereby we assist the workforce in facilitating personal changes, organizational changes and global changes. Our core values include integrity, 'Putting people first', trust and mutual respect. With more than 25 years of cumulated 'hands-on' experience both in Mauritius and overseas, we work hand-in-hand with our clients to design, deliver, reinforce and implement training solutions from Ethical Leadership to Functional Workplace Literacy in all echelons of the organization. Our interventions include People Management, Supervisory Development, Customer Relationship Management, Effective Selling Skills, Change Management and Team Development. Our client base comes from various sectors including banking/insurance, hotel/hospitality, automobile manufacturing, sugar industry, wholesale/retail, airline industry, small and medium enterprises. Interventions on Customer Service Excellence were delivered in the Public Sector including The Mauritius Police Force and the Nursing Staff at the Ministry of Health on a regular basis.

Situated at **Arago Street,Beau-Bassin**

Duties are as follows:

### Job Description

- Assist in the day to day operations of a learning farm
- Managing meetings and calendars of events
- Writing reports and maintaining communication with key players
- Filing, sorting, storing and retrieving information on paper and in digital form
- Provide clerical and admin support to operations.
- Supervise operations of housekeeping teams

We are currently looking for degree holders in Management

Duration: Traineeship period of 6 month

Experience: (Optional) preferable less than 1 year

Remuneration: YEP

Working Days/ Time: Flexible hours

Send your CV/ Motivation Letter on: [ngrachel40@gmail.com](mailto:ngrachel40@gmail.com)

By: **June 30, 2023.**