



Airports Terminal Operations Ltd (ATOL) has vacancy for the position of Trainee Accounts Officer.

Airport Terminal Operations Limited (ATOL) is a private Mauritian company which has been created in 2008 to operate and maintain the Passenger Terminal and Landside at Sir Seewoosagur Ramgoolam International Airport (SSRIA).

SSRIA has been awarded a number of prestigious international awards in its category including “Best Airport in Africa” by Airports Council International (ACI) and Skytrax for several consecutive years.

We are looking for a passionate, dynamic and results-oriented Trainee Accounts Officers to join us in a collaborative, diverse, inclusive and vibrant environment. This position is designed as a springboard for preparing a career in the field of Accounting & Finance.

Duties of Trainee Accounts Officer.

- To process invoices in accordance with standard procedures, checking for completeness and accuracy of information.
- To input the invoices in accounting software Sage Pastel.
- To send invoices, follow up customer sales reports and audited statements.
- To follow up contracts with commercial dept.
- To locate and extract information from files and records as requested.
- To perform reconciliation of revenues.
- To prepare monthly schedules and dashboard.
- To perform any other cognate duties as may be assigned.

Qualifications required:

- BSc (hons) Accounting and Finance or ACCA Level 2; equivalent acceptable qualification shall be considered; work experience/internships will be an advantage but not mandatory.
- Students who are have not yet completed their studies will also be considered.

Duration: 06 months

Experience: Not Applicable

Remuneration: Negotiable

Working Days/ Time: Day Duty

Send your CV/ Motivation Letter on: (recruitment@atol.aero)

Closing date: 13 Sept 2024

Learn more on their company: (<https://mauritius-airport.atol.aero>)



Opportunity to join our vibrant airport community as HR/Admin Trainee

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Our Human Resources function plays a vital role in shaping the company’s roadmap to excellence and remains a strategic enabler in the performance of the company.

We are looking for a passionate, dynamic and results-oriented Human Resource/Admin Trainee to join us in a collaborative, diverse, inclusive and vibrant environment. This position is designed as a springboard for preparing a career in the HR field.

Job Specification

- To provide administrative support in the employee lifecycle including talent acquisition, employee on boarding programme, learning and development, performance management, employee relations, etc
- To assist in the design, development and implementation of specific HR projects.
- To monitor and update the HR Information System and Biometric Attendance System.
- To assist in the preparation of HR analytics and HR reports.
- To be fully involved in leaves management processes.
- To assist in the coordination of employee welfare activities.
- To provide general clerical assistance to the HR Section including the implementation of a proper document management system.
- To perform any other cognate duties as may be assigned.

Person Specification

- A good honours degree in Human Resources / Business Management
- Strong verbal and written communication skills
- Strong administrative and organisational skills
- High ethical values and ability to act in a confidential manner
- Strong willingness to learn and innovate
- Proficient in MS Office (Word, Excel and PowerPoint)
- Strong analytical skills

Duration:

On contract for a period of 06 months, renewable upon satisfactory performance.

Experience: Not Applicable

Remuneration: Negotiable



Application Process:

Send your full CV and Motivation Letter on: recruitment@atol.aero

Closing date: 13 Sept 2024

Working Days/ Time: Weekdays (08h30-16h30)

Learn more about our company:(<https://mauritius-airport.atol.aero>)