

RECEPTIONISTS

THE ECONOMIC DEVELOPMENT BOARD (EDB)

The Economic Development Board (EDB) is the Government of Mauritius' apex institution responsible for:

- Investment promotion, export facilitation, and business facilitation;
- Positioning Mauritius as an international financial centre and business hub; and
- Supporting structural reforms that improve the business environment.

ROLE PURPOSE

The receptionist is responsible for managing the front desk, receiving and assisting visitors, handling incoming calls and correspondence, and providing administrative support to ensure the smooth operation of the reception area.

The receptionist serves as the first point of contact for visitors and is expected to maintain a professional and welcoming environment at all times.

KEY RESPONSIBILITIES

- Greet and receive visitors in a professional manner.
- Provide assistance to visitors and direct them to the appropriate officers or departments.
- Maintain visitor records and issue visitor passes where required.
- Answer, screen, and direct incoming phone calls, emails, and messages efficiently.
- Manage and maintain the reception area in an orderly manner.
- Schedule appointments and handle the booking of meeting rooms.
- Perform any other cognate duties as may be assigned.

QUALIFICATIONS & EXPERIENCE

- School Certificate and Higher School Certificate or equivalent qualifications acceptable to the Board.
- At least three (3) years relevant working experience.

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COMPETENCIES

- Effective communication skills with fluency in English and French.
- Strong organisational skills with the ability to multitask and take initiative.
- Proficiency in office tools and administrative procedures.
- Service-oriented with a professional approach to visitors and stakeholders.
- Pleasant personality and good presentation skills.

MODE OF APPLICATION

Interested candidates are invited:

👉 To submit their motivation letter together with a copy of their Curriculum Vitae to <https://events.investmauritius.org:2053/recruitment/login.jsf> at latest by **Monday 04 May 2026**.

Only the best qualified candidates will be convened for interview.

EDB reserves the right not to make any appointment following this advertisement.

17 APRIL 2026



www.edbmauritius.org

