



MAURITIUS SHIPPING CORPORATION LTD

SCHEME OF DUTIES

Position: (Contractual)	Administrative Executive - Marketing and Communications
Salary:	Negotiable
Age Limit:	Candidate should be below 45 at the time of application.
Report to:	Managing Director

Qualifications:

- a) A bachelor's degree in communications, Marketing, Journalism, Public Relations, or any other equivalent qualifications acceptable to the Board.
- b) At least two years' experience in administrative, marketing and communications duties.
- c) Candidates should be computer literate.
- d) Ability to maintain a high level of confidentiality.
- e) Excellent communication, time management and interpersonal skills.
- f) Ability to work in a fast moving, demanding and high-pressure environment.
- g) Highly organized and detail oriented.
- h) Proactive and self-motivated with a strong work ethic.
- i) Ability to work effectively both independently and as part of a team.
- j) Candidates should produce evidence of experience and knowledge claimed.

Duties:

The Administrative Executive - Marketing and Communications shall, under the supervision of the Managing Director or any other person as designated by the company, perform the following duties:

A. Administrative and Management Support Functions

1. Assist in the preparation, processing, and follow-up of correspondence, reports, submissions, and official documents.
2. Coordinate internal meetings, prepare agendas, take minutes, and follow up on action points as required.
3. Assist in the compilation of reports, statistics, and data for Management and Board submissions.



4. Liaise with internal departments, external stakeholders, and service providers in relation to assigned duties.
5. Monitor deadlines and ensure timely submission of documents and responses.
6. Handle routine enquiries and provide information in accordance with established procedures.
7. Ensure compliance with internal policies, procedures, and confidentiality requirements.
8. Support the implementation of departmental initiatives, projects, and operational tasks.
9. Assist in the planning, discussion, and coordination of events for employees, stakeholders, and relevant Ministries.
10. Perform any other duties related to management support and administrative functions as may be assigned by Management.

B. Marketing and Communications Functions

The incumbent shall also cater for the Marketing and Communications requirements of the Company by:

11. Providing administrative and operational support for all marketing, communications, and public relations activities of the organisation.
12. Assisting in the preparation, coordination, and dissemination of internal and external communications, including notices, circulars, newsletters, press releases, and official correspondence.
13. Supporting the organisation and coordination of corporate events, open day, job fair, campaigns, exhibitions, and promotional activities.
14. Liaising with internal departments, service providers, media agencies, and stakeholders to facilitate marketing and communication initiatives.
15. Assisting in updating and maintaining the Company's website and social media platforms, in line with approved communication and branding guidelines.
16. Preparing reports, presentations, and briefing notes related to marketing and communications for Management.
17. Monitoring timelines, schedules, and deliverables related to marketing and



communication activities.

18. Handling routine enquiries and correspondence related to marketing and communications.
19. Ensuring compliance with internal procedures, branding guidelines, and public-sector communication standards.
20. Providing support to the IT Department in managing the Company's website and digital platforms to ensure that information is accurate, up to date, and accessible to the public.
21. Managing and attending to messages received via the Company's social media platforms by providing appropriate information and guidance in line with approved protocols.
22. Assisting the Company in developing and implementing marketing strategies aimed at promoting the Company's services and enhancing visibility and revenue generation.
23. Performing any other duties related to marketing, communications, and administrative functions as may be assigned by Management.

Note:

The Administrative Executive – Marketing and Communications may at times, and subject to service exigencies, be required to work outside normal office hours, including during weekends and public holidays, and travel to Rodrigues and overseas. He/She may also be required to work on a shift basis.

Date: March 2026