

CAREER OPPORTUNITY

Senior Administrative Assistant – Engineering Planning and Records

(Ref: SAA/26/011)

Air Mauritius Ltd, the national airline of Mauritius, is seeking to recruit passionate, dynamic and highly motivated candidates to fill in the position of Senior Administrative Assistant – Engineering Planning and Records. If you are committed to excellence and eager to make a difference in the aviation industry, we welcome you to apply for the above post.

JOB PROFILE:

The Senior Administrative Assistant – Engineering Planning and Records will play a vital role in delivering high-quality administrative support to the Business Unit. The position provides comprehensive assistance to the Manager Engineering Planning and Records, contributing to both the operational and Records Management system. Responsibilities include maintaining and updating the Aircraft records system up to date at all times, attending audits and ensuring that the Aircraft Archive is always in a controlled environment with controlled access.

The duties and responsibilities will include the following inter-alia:

- Scan and print documents, manuals, reports and other data
- Compile list of invoices on a regular basis, ensure all invoices are duly approved and sent to Finance for payment and to maintain a record of all the invoices
- Collect European Union Aviation Safety Agency (EASA) Form 1 from Aircraft Stores and file per aircraft
- File Technical Logs and Cabin Logs per aircraft
- Scan work packs, Technical Logs, Cabin Logs and other technical documents and save same on network
- Maintain Archive database up to date on Network and in Archive rooms.

PREREQUISITES:

EITHER

A. Higher School Certificate (HSC) or General Certificate Education (GCE), with 2 subjects at Advanced Level, obtained at one and same sitting or an equivalent qualification from a recognised institution **with** 1 year working experience

OR

B. School Certificate (SC) or General Certificate Education (GCE) “O” level, with credits in 5 subjects, obtained at one and same sitting or an equivalent qualification from a recognised institution **with** 2 years working experience

OTHER REQUIREMENTS:

- Good organising and planning skills
- Problem solving skills
- Good interpersonal and communication skills
- Proficiency in Microsoft Office
- Dynamic and attentive to details

APPLICATION PROCEDURE:

Interested candidates meeting the requirements are invited to send their application addressed to the Senior Human Resources Business Partner, by registered post together with the following documents:-

1. Motivation letter
2. Resume/CV
3. [Company's prescribed form](#)
4. A photocopy of National Identity Card
5. Copy of educational certificates with letters of equivalence from National Equivalent Committee (where applicable)
6. Documentary evidence relating to work experience

Postal address

Talent Acquisition Section
Air Mauritius Ltd
16th Floor, Air Mauritius Centre
President John Kennedy Street
Port-Louis
Mauritius

Deadline for submission: **Monday 29 June 2026** at 16h00 local Mauritius time (equivalent to 12h00 UTC)

Note 1:

- Job Reference "Ref: SAA/26/011" should be specified on the envelope and the application form.
- Selected Candidates will be required to undergo a full medical examination to assess their suitability and asked to submit a certificate of character as per the Company Policy.
- Applications received incomplete or after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Applicants should be Mauritian Nationals and able to live and work in Mauritius.

The Company reserves the right:

- to call only the best qualified candidates for the selection exercise/s which may involve aptitude/situational tests, presentations/interviews or any other assessment tools.
- not to make any appointment following this advertisement.