



<https://mcafcoop.com/job/post-of-receptionist-administrative-clerk/>

## POST OF RECEPTIONIST/ ADMINISTRATIVE CLERK

### Description

Applications are invited from suitable candidates to join the Mauritius Co-operative Agricultural Federation Ltd as Receptionist / Administrative Clerk on a full-time basis.

### Qualifications

=> A Cambridge Higher School Certificate or equivalent

### Experience :

=> Minimum 3-5 years' experience in similar position

=> Fully conversant with excel/ MS Office and Outlook

### Mode Of Application

Application letter together with detailed CV should be addressed to The CEO, The Mauritius Co-operative Agricultural Federation Ltd, Kit Lock Avenue, Bell Village, Port Louis or by email on [hr@mcafcoop.com](mailto:hr@mcafcoop.com)

Application should reach MCAF Ltd not later than **Friday 29<sup>th</sup> May 2026 at 16.00 hrs.**

### MCAF Ltd reserves the right:

- (i) To call for interview only the best qualified candidates, and
- (ii) Not to make any appointment as a result of this advertisement.

### Hiring organization

MCAF, Mauritius Co-operative Agricultural Federation Ltd

### Employment Type

Full-time

### Job Location

Kit Lock Avenue, Bell Village, Port Louis, Mauritius

### Valid through

29.05.2026