

CAREER OPPORTUNITY

Administrative Officer

Flight Operations and Cabin Operations

(Ref: AOFC/26/017)

Air Mauritius Ltd, the national airline of Mauritius, is seeking to recruit passionate, dynamic and highly motivated candidates to fill in the position of Administrative Officer. 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.

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

- Coordinate the administration of crew leave and maintain accurate crew records in accordance with Company policies and operational requirements
- Process crew requests, administrative claims, payments and refunds, ensuring timely and accurate completion
- Provide administrative support to Crew Planners in the planning and coordination of training, line checks, meetings and other operational activities
- Prepare periodic reports, statistics and other management information to support operational planning and decision-making
- Respond to enquiries from crew members and internal stakeholders, providing timely administrative support and guidance
- Contribute to the continuous improvement of crew administration processes and perform any other duties necessary to support the effective operation of the Crew Planning function.

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 2 years 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 3 years working experience

Plus for A and B

Certificate in either one of the following: Business Administration or Management from a recognised university/institution or an equivalent relevant qualification acceptable to Air Mauritius Ltd

OTHER REQUIREMENTS:

- Detail-oriented, motivated and reliable
- Proactive and team player
- Well-organised and ability to multitask
- Good communication and interpersonal skills
- Professional attitude and eager to learn

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 03 August 2026 at 16h00 local Mauritius time (equivalent to 12h00 UTC)

Note 1:

- Job Reference "Ref: AOFK/26/17" 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 making any appointment following this advertisement.