

MAURITIUS INSTITUTE OF EDUCATION

POST : Receptionist/Telephone Operator

SALARY SCALE : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 -
31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 -
39140 x 970 - 40110 (MIE 10 – PRB 2026)

QUALIFICATIONS:

Cambridge School Certificate or equivalent with fluency in English and French together with **two** years experience as telephone operator or in a relevant position.

DUTIES:

1. To operate switchboard.
2. To make and receive calls and messages.
3. To receive visitors and help them in their enquiries.
4. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Receptionist/Telephone Operator in the roles ascribed to him/her.