



CAREER OPPORTUNITIES

LOOKING FOR A FULL TIME EXPERIENCED MESSENGER ON CONTRACT BASIS

You shall be completing all tasks and duties normally assigned to a Messenger

Tasks and duties will include:

- ❖ Carrying out routine check in the building
- ❖ Collecting mail from post office and recording same in a register
- ❖ Collecting mail from the departments and recording same in a register
- ❖ Mail received from the Branches to be recorded in a register
- ❖ The mails received to be distributed to the addresses and confirmation of receipt obtained
- ❖ Collect papers/stationery items from inside the office premises and load same in the car for distribution of same at their destination
- ❖ Filing of office papers/documents
- ❖ Going to the Attorney's office/Registrar office/NTA, etc
- ❖ Carrying out routine check of the vehicle if required to drive office car

To successfully secure this opportunity, you must

- Have at least studied up to school certificate level or lower qualification may be considered on merits
- Have a valid driving license
- Be reliable, punctual and self motivated
- Have a great attitude and string work ethic
- Be capable and confident in your ability

If you would like to seize this great opportunity, please send your resume and cover letter to the Administration Department, Bank of Baroda, Port Louis, mentioning on the envelope " Application for the post of Messenger"

Your application should reach us by latest by **03rd August 2023**.

Bank reserves the right to accept or reject any of the application without giving any reason whatsoever.

MANAGEMENT

Dated: 21st July 2023

For detail visit our website <https://www.bankofbaroda-mu.com>