

Job Description
Administrative officer
Bible Society Of Mauritius (BSM)

Title: Administrative officer

Appointed by: Board of Bible Society of Mauritius

Accountable to: Executive Director and Board of Bible Society of Mauritius

Responsibilities:

- Attend to correspondences
- Assist Executive director with administrative tasks
- Help with projects and events
- Develop digital catalogues, videos, banners and other media for marketing, increased visibility and social media presence
- Increase the marketing reach with churches, libraries and other institutions
- Market bibles and products on BSM social media, web page etc.
- Assist with upgrade of website and support of e-commerce
- Liaise with churches and media to contribute to visibility of BSM
- Monitor membership and maintain communication with members
- Assist in boosting BSM membership
- Market Trou-Aux-Biches resource centre with churches, organisations and individuals

The above list of key responsibilities is not exhaustive. The incumbent will be called upon to carry out any other duties in line with the role.

Date : 31 May 2024