

2019/08/30

Role: Administrator

Job Title & General Information

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| Title | Administrator Wealth Planning and Corporate Services |
| Employment Rate | 100% |

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| Location | Port Louis, Mauritius |
| Division | Wealth Planning and Corporate Services |
| Reporting to | Administrative Executive |

JOB PURPOSE

Effectively maintain all allocated client files according to company process and legislative requirements ensuring the delivery of great customer service.

RESPONSIBILITIES

Duties/Tasks

- Manage an assigned portfolio of clients – mixture of dormant companies, Trust, active companies.
- Liaise with clients and other parties involved in the day to day administration
- Assistance to manager and senior administrator on the day to day administration and on special projects of the team.
- Daily meeting with manager and senior administrator to plan and organize own workload and on outstanding list.
- Preparation of payments (instruction and checklist), minutes and resolutions, agreements and deeds
- Assisting Senior Administrator to prepare board meeting – prepare board packs.
- Work on termination, liquidation of companies
- Debtors collection for the assigned portfolio
- Files reviews and assistance to senior administrator to ensure all files of portfolio are updated.
- Assist TL and/or RMs with paperwork for new Trusts/companies
- Update database and files
- Report accurately and timely to the team leader on risk matters
- Timesheet completion on a daily basis
- Assist in any other tasks as and when required

| REQUIRED QUALIFICATIONS | |
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| Training | <ul style="list-style-type: none"> • Tertiary degree in Business Management or Finance • ICSA / STEP qualified will be an added advantage |
| REQUIRED COMPETENCIES | |
| Technical | <ul style="list-style-type: none"> • 3-4 years within the industry dealing with GBC's, Trusts • PCC's and Foundation will be an added advantage • Dealing with clients in different jurisdictions is an advantage |
| Soft | <ul style="list-style-type: none"> • Ability to work well in a team oriented environment. • Excellent communication skills (Verbal & written) • Strong organizational skills, detailed oriented |