

2019/08/30

Role: Senior Administrator

Job Title & General Information

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

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

- Maintaining a portfolio of Global Business Companies
- Assisting in the set up and day -to – day administration of companies including GBC1, Trusts, BVI IBC's
- Liaising regularly with Offshore and local bankers and government bodies such as the Mauritius Revenue Authority, Financial Services Commission and Registrar of Companies
- Liaise with Investment Managers, Asset Managers and other third parties regarding client structures as required
- Ensuring the systematic and timely filing of statutory and financials by circulating and participating in discussions with the accounting team, auditors and clients regarding technical issues under Mauritian law
- Ensuring compliance as per the law of Mauritius and rules of the Financial Services Commission and Registrar of Companies
- Manage board meetings and minutes thereof
- Keeping track of client billing and following up on accounts receivable
- Handling client queries professionally, ensuring client satisfaction and timely service delivery
- Running of ad-hoc activities and queries

REQUIRED QUALIFICATIONS	
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, Domestic Companies • 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