



Role: Administrator, Asset Management

Job Title & General Information

Title	Administrator, Asset Management
Employment Rate	100%

Location	Port Louis, Mauritius
Division	Asset Management
Reporting to	Senior Administrator, Asset Management

JOB PURPOSE

The Administrator will be supporting the Senior Administrators in their daily tasks. The duties of the Administrator will consist mainly of client onboarding, data maintenance, trading and portfolio valuation.

RESPONSIBILITIES

Duties/Tasks

Client Onboarding and Data Maintenance

- Gather all information related to clients' assets and manage relationship with various counterparties
- Review the accuracy of online data feed as well as manual import of offline data
- Set up online access to banks, custodians
- Ongoing liaison with key stakeholders and custodians

Trading & Portfolio Valuation

- Monthly preparation of Portfolio valuation
- Participate in Advisory & Risk reporting
- Analysing Portfolio performance against benchmarks and identifying underperforming or high risk investments
- Assist with the preparation of trade instructions and monitor execution

Processes

- Participate to the improvement of processes & procedures to increase efficiency and effectiveness, as well as mitigate all risks

REQUIRED QUALIFICATIONS	
Training	<ul style="list-style-type: none"> • Degree in Economic/Finance/Accounting or any equivalent qualifications • CFA qualified or working towards the CFA will be considered an advantage
REQUIRED COMPETENCIES	
Technical	<ul style="list-style-type: none"> • At least 2 years of experience in investment management firm or banking environment
Soft	<ul style="list-style-type: none"> • Ability to work well in a team-oriented environment • Excellent communication skills (verbal & written) • Strong organizational skills, detail-oriented • Flexibility and ability to cope with tight deadlines in an ever-evolving environment