



2020/03/09

## **Role: Junior Administrator – Asset Management**

### **Job Title & General Information**

<b>Title</b>	Junior Administrator
<b>Employment Rate</b>	100%

<b>Location</b>	Port Louis, Mauritius
<b>Division</b>	Asset Management
<b>Reporting to</b>	Senior Administrator

### **JOB PURPOSE**

The duties of the Junior Administrator will consist mainly of client data maintenance, trading support, portfolio valuation and reporting preparation, as well as diverse administrative projects.

### **RESPONSIBILITIES**

#### **Duties/Tasks**

#### **Client Data Maintenance:**

- Help gather all information related to clients' assets for reporting purposes (bank statements, etc), and assist with communication with various counterparties;
- Assist in reconciling transactions in our reporting and Order Management System (OMS);
- Review the accuracy of online data feed as well as manual import of offline data.

#### **Portfolio Valuation and Reporting**

- Assist in the monthly preparation of portfolio valuation;
- Helping in the analysing of portfolio performance against benchmarks and identifying underperforming or high risk investments.

#### **Trading Support**

- Assist with preparation of trade instructions and monitor execution.

**Administration**

- Create investment securities in systems and perform accuracy checks;
- Verify that archives are correctly maintained;
- Participate in the improvement of processes & procedures to increase efficiency and effectiveness, as well as mitigate all risks.

<b>REQUIRED QUALIFICATIONS</b>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Degree in Economic/Finance/Accounting or any equivalent qualifications</li> </ul>
<b>REQUIRED COMPETENCIES</b>	
<b>Technical</b>	<ul style="list-style-type: none"> <li>• 1 to 2 years of experience in investment management firm or banking environment, preferably within an Operations function (back office, reporting, data administration)</li> </ul>
<b>Soft</b>	<ul style="list-style-type: none"> <li>• Eager to learn and develop in a fast-paced environment;</li> <li>• Ability to work well in a team-oriented environment;</li> <li>• Excellent communication skills (verbal &amp; written);</li> <li>• Strong organizational skills, detail-oriented;</li> <li>• Flexibility and ability to cope with tight deadlines in an ever-evolving environment.</li> </ul>