

## deVere Investment Ltd - Junior Client Representative

**deVere Investment Ltd is the largest private investment banking company in Mauritius and this is your opportunity to be part of our success.**

**An award-winning, sustainable organization prioritizing both client and employee well-being. Under the guidance of visionary CEO Nigel Green, you'll receive top-notch training and career support, propelling you towards a successful future. Utilize our global advisory licenses and cutting-edge technology to shine in your role.**

We are looking for a **Junior Client Representative** to join our team and be responsible for:

- Responding to client inquiries for information about products and services.
- Client solicitation and managing existing clients portfolio.
- Scheduling advisor-client meetings.
- Drafting written or electronic communications on behalf of advisors.
- Logging and tracking customer calls or emails.
- Maintaining databases of client information for advisors.
- Recording and resolving customer complaints.
- Managing advisors' social media accounts.
- Helping with client requests, such as transferring funds.
- Notifying clients about new products or services.
- Ensuring that regulatory rules are being followed.

What we need from you:

- With or without experience
- A passion for delivering world-class customer experiences.
- Strong analytical and strategic thinking skills
- Exceptional communication and relationship-building abilities
- Fluent in English (oral and written)
- Makes timely, necessary decisions.
- Results driven.
- Raising the bar; high achievement becomes the standard.

What you will benefit from deVere Investment:

- Safe and conducive work environment
- Opportunities for career and personal development
- Job will be motivating, rewarding and satisfying.

Remuneration: Rs 25,000 + transport Rs 5,000

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Send your CV/ Motivation Letter on: [Roshni.beerjafan@devere-investment.com](mailto:Roshni.beerjafan@devere-investment.com)

By: **N/A**