

We are hiring a

Corporate Administrator

AAA GLOBAL SERVICES LTD (“AAA”) is a reputable and experienced Management Company incorporated in the Republic of Mauritius since 2006. We are licensed by the Financial Services Commission to provide inter-alia management, fund administration, trusteeship and other corporate administration and secretarial services.

Registered office: 4th Floor, Iconebene, rue de l'institut, Ebene, Mauritius

Duties shall be as follows:

- Application for the setting up of companies
- Assist in bank accounts opening
- Administration of clients transactions
- Setting up agenda for Board meetings, attendance and drafting of minutes/ resolutions
- Assist in drafting of contracts, trust deeds and any other documents
- Liaising with banks, other financial institutions / service providers
- Processing bank transactions
- Reviewing transactions, agreements, supporting documents
- Conducting relevant compliance reporting / checks
- Ensuring adherence to the relevant laws and regulations
- Other company secretarial and administration work

Candidates should hold any of the following degrees:

- BA (Hons) Law with Management
- BSc (Hons) Management
- BSc (Hons) Accounting
- BSc (Hons) Banking and Finance
- BSc (Hons) Finance
- BSc (Hons) International Business Finance
- BSc (Hons) International Business Management
- Bachelor of Laws with Honours
- BSc (Hons) Economics with Management

Duration: Full-time

Remuneration: TBD

Working Days / Time: Monday to Friday from 8:30 am to 5 pm

Send your CV / Motivation Letter on: cs@aaa.com.mu

By: 22/12/2023