



ECS Global Ltd, a Management Company established since 2013 is expanding its operations and is looking for suitable applicants to fill in the following position:

Assistant Corporate Administrator

Reporting to the Chief Operating Officer, this position will be responsible for providing assistance to the administration of a portfolio of clients.

Duties will include but are not limited to attending to requests from clients on corporate matters, processing payments for clients, drafting board resolutions, opening of bank accounts, incorporating new companies both domestic and global business companies.

The ideal candidate should be a degree holder in the field of law and management, is a team player and has the ability to work on flexi time.

Remuneration - The above position carries an attractive package in line with industry standards. Salary and benefits are negotiable and will be commensurate with qualifications and experience.

If you feel you have the right profile and ready to embrace a challenging job, please send your applications with complete CV together with a recent passport-size photograph to:

The Chief Operating officer
ECS Global Ltd
3rd Floor, Labama House
Sir William Newton Street
Port Louis
Email: rezah.c@ecsglobal.mu