



Grammont Management Ltd is hiring Receptionist.

- Grammont Management Ltd is a leading management company based in Mauritius and regulated by the Financial Services Commission. With a license acquired in 2021, Grammont has quickly established a reputation for excellence. We are serving clients from around the world, including SPVs, Funds, and Investment Managers incorporated in jurisdictions such as Mauritius, Bermuda, the Cayman Islands, Cyprus, the United Arab Emirates, and beyond.

Born from a desire to bring Swiss-quality services from the island of Mauritius, Grammont Management Ltd has achieved tremendous success in its first year of operation, surpassing \$1bn in assets under administration. This remarkable accomplishment is a testament to the skill and expertise of our team, comprised of individuals from various backgrounds who bring a unique perspective to our work.

At Grammont, we embrace diversity and respect the differences that make our team members unique. We believe that a secure and dynamic working environment, where employees feel valued and respected, leads to better performance and higher satisfaction for everyone involved.

- Situated at 9th Floor, Tower 1, Nexteracom, Rue du Savoir, Cybercity, Ebene, Mauritius
- Duties are as follows:
 - Collect, sort, distribute and prepare mail, messages and courier deliveries
 - File and maintain records
 - Greet persons entering the establishment, determine nature and purpose of visit and direct or escort them to specific destinations
 - Hear and resolve complaints from customers and the public
 - Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments
 - Perform administrative support tasks such as proofreading, transcribing handwritten information and operating calculators or computers to work with pay records, invoices, balance sheets and other documents
 - Process and prepare memos, correspondence, travel vouchers or other documents
 - Provide information about establishments such as the location of departments or offices, employees within the organisation or services provided
 - Receive payment and record receipts for services
 - Transmit information or documents to customers using a computer, mail or fax machine.



- We are looking for degree holders of :
LM302,LM303,LM303M,LM305,LM305M,LM306,LM307,LM310,LM310M,LM310E,
SHLM301, SHLM302, SHLM308
- Duration: Full time
- Experience: no experience required or 1-2 years of experience
- Remuneration: 16-25k
- Working Days/ Time: From Monday to Friday- between 8:00 am to 6:00 pm/8 working hours per day with 1 hour lunch break
- Send your CV/ Motivation Letter on: hr@grammontmanagement.com
- By: 30 August 2024
- Learn more on their company: [Grammont Management Ltd | Management Company Mauritius](#)