

Mazars is hiring an HR Trainee!

Mazars, an integral player in auditing, accounting, tax and advisory services in Mauritius. Mazars Mauritius is a licensed firm by the Financial Reporting Council (FRC), serving clients of all sizes, from SMEs to mid-caps and global players, at every stage of their development. Our Senior Management team comprises qualified chartered and certified accountants combining over 30 years of local and overseas experience and is supported by a workforce of qualified accountants and partly qualified accountants.

Mazars Mauritius is welcoming applications from candidates to join HR line of service and will be specifically recruiting under the National Training and Reskilling Scheme (NTRS), in collaboration with Mauritius Finance.

Please visit the following website (<https://www.hrdc.mu/index.php/ntrs>) to learn more about the NTRS programme, and its benefits for you.

Our Mauritius office benefits from the vast resources of the global Mazars organization in areas such as technical support, risk management, and on-going training

Situated at 4th Floor, Unicorn Centre, Frère Félix de Valois Street, Port Louis.

Duties are as follows:

- Provide administrative support on the online system by keeping employee records up to date and accurate.
- Create and implement an efficient filing system both hard copy and on the internal system.
- Liaise with employees and external candidates to provide support where required.
- Schedule interviews, and manage calendars and diaries on the online system.
- Make phone calls to new candidates and keep them updated on the status of their applications.
- Keep up with industry best practices for HR standards.
- Provide excellent customer service to internal employees by assisting them with any queries they may have.

We Offer:

- Intensive training through in-house training programs, as well as on-the-job-training
- Significant career opportunities
- A diverse, dynamic and exciting work environment

We are currently looking for degree holders in:

- Human Resource Management

Duration: 5 to 6 months

Experience: (Optional) – not necessary.
Remuneration: **By HRDC (NTRS Programme)**

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

Send your CV, O Level & A Level results and Motivation Letter on: MRU.HR@mazars.mu

By: **07 July 2023**

Learn more on the company: <https://www.mazars.mu/>