



## JurisTax Holdings Ltd is hiring a Trainee Junior Executive – Business Development !

**JurisTax** has been founded more than a decade ago operating in the financial and non-banking sector. It specialises in the provision of administrative, secretarial, accounting, fund administration, investor relation services and compliance services for a variety of corporate structures regardless of the jurisdiction of setting up or incorporation.

Situated at Level 3, Ebene House, Hotel Avenue, 33 Cybercity, Ebene, 72201, Republic of Mauritius

Duties are as follows:

- Assist the business development team by preparation the relevant quotation and any other necessary documents to onboard a new client;
- Provide assistance and arrange to set up local structures as well as international structures;
- Provide assistance and arrange for the opening of local and foreign bank accounts;
- Interact regularly with various service providers, banks, government authorities to be kept abreast of latest updates;
- Assist the business development and Marketing team by preparing the necessary memos, fee schedules, proposals, E-news, do some research work amongst others;
- Conduct any other cognate duties as assigned by the Manager /Director – Commercial.

We are currently looking for degree holders in: Finance /Accounting /Economics/ Management/ Marketing or any other relevant professional qualification.

Duration: Full Time

Experience: Fresh Graduates

Remuneration: Not disclosed

Working Days/ Time: From Monday to Friday - 8:30 to 17:00



Send your CV/ Motivation Letter on: [recruitment@juristax.com](mailto:recruitment@juristax.com)

**By: 31 December 2024**

Learn more on their company: [www.juristax.com](http://www.juristax.com)