



EKIUM AMIO is hiring a [Trainee Accounts Officer](#)

EKIUM AMIO is a leader in engineering and project management services in Mauritius, is seeking a motivated and detail-oriented Trainee Accounts Officer for a minimum 3-month internship. This is a fantastic opportunity for an ambitious individual to gain hands-on experience in a dynamic and supportive environment.

Situated at [1 Charles de Gaulles Street](#), Eau Coulée

Duties are as follows:

To input Sales invoices

- To input purchase orders
- To be responsible for the creation of any new job/projects/customers/suppliers
- To produce reports on a timely manner to the Assistant Accountant or Finance Manager
- To maintain accounting records by making copies, filing documents and to ensure the filing system is complete
- To perform any administrative and secretarial tasks related to your department
- Research, track and restore accounting or documentation problems and discrepancies
- Function in accordance with established standards, procedures and applicable laws

We are currently looking for degree holders in (List the [programme of studies](#) you are looking for)

LM300, LM300E, LM300M, LM301M, LM304

Duration: 3 months minimum

Experience: (Optional) Students or fresh graduates

(Note: Fresh graduates do not have experience)

Remuneration: Rs12,075 per month for trainees. For employees it depends on years of experience.



Working Days/ Time: [From Monday to Friday- 8:00 to 16:30pm](#)

Send your CV/ Motivation Letter on: tirouven.veeramalay@ekium.eu

By: **End of September.**

Learn more on their company: www.ekium.eu