



Job Title: Trainee Administrator with Cross-Department Exposure

Location: Ebene, Mauritius

About Us:

TAM Asset Management International is a dynamic and forward-thinking asset management company based in Mauritius. With a focus on providing innovative investment solutions to clients across Africa, Asia, and the Middle East, we pride ourselves on fostering a culture of growth, collaboration, and excellence. Our team is our most valuable asset, and we are committed to creating an environment where everyone can thrive and contribute to our continued success.

Role Description

We are looking for a motivated and versatile Trainee Administrator to join our team. This is an exciting opportunity for an ambitious individual looking to kick-start their career in a fast-paced, professional environment. While your primary focus will be on supporting our Administration Department, you will also gain valuable exposure to other key areas of our business, including Investment Management and Client Relationship Management. This role is perfect for someone who is eager to learn, adaptable, and interested in exploring different facets of the financial services industry.

What We Offer:

- A comprehensive six-month training program designed to develop your skills across multiple departments.
- A supportive and collaborative work environment that encourages continuous learning and professional growth.
- The opportunity to work with experienced professionals in the financial services industry and gain exposure to multiple aspects of asset management.
- The potential for a permanent role upon successful completion of the probation period.
- Competitive salary and benefits package.

Requirements:

- A bachelor's degree in Business Administration, Finance, Economics, or a related field (recent graduates are encouraged to apply).
- Strong organisational skills with a keen attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently as well as part of a team.
- A proactive approach to learning and problem-solving.
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and general office software.
- A positive attitude and willingness to take on new challenges.

How to apply:

If you are a dynamic and ambitious individual looking to build a career in a vibrant and evolving industry, we would love to hear from you. Please submit your CV and a cover letter detailing your interest in the role and how you meet the above requirements via hr@tamint.com or LinkedIn.

Application Deadline: 31st September 2024

TAM Asset Management International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

TAM Asset Management International Limited

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