



The United Basalt Products Ltd.

The United Basalt Products Ltd is hiring a Trainee within our Corporate Secretariat Department

The United Basalt Products Ltd has succeeded in creating value for 70 years by inscribing its raison d'être - Building a better living environment together - and its fundamental values in everything it does. The Group's activities revolve around three segments - structural work with stone crushing (UBP), manufacture and distribution of concrete (Premix) and mortars (Drymix), retail (Espace Maison) and agriculture (Gros Cailloux) - offering complementary know-how and solutions in the construction field and make it a key player in the market.

Situated at Trianon Quatre Bornes

Duties are as follows:

- Filing important documents and records systematically.
- Scanning and uploading documents onto our server for easy accessibility.
- Assisting in the collation of documents and responding to Know Your Customer (KYC) requests.
- Classifying and organizing various agreements and contracts.
- Participating in archiving documents to ensure the efficient storage and retrieval.

We are currently looking for trainee student from your esteemed institution who are seeking internship opportunities as part of their coursework in Administration or LLB

Duration: For 3-4 months

Remuneration: A Stipend

Working Days/ Time: From Monday to Friday- 8:00 to 5pm

Send your CV/ Motivation Letter on: hrvacancy@ubpgroup.com by 10th May 2024

Learn more on company: www.ubp.mu



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