



We are hiring

Corporate Administrators

AAA Global Services Ltd is a reputable and experienced Management Company incorporated in the Republic of Mauritius since 2006. We are licensed by the Financial Services Commission to provide inter-alia management, fund administration, trusteeship and other corporate administration and secretarial services.

Our office is located at Iconebene, an iconic GOLD LEED certified building in the heart of Ebene.

Selected candidates will have the following duties:

- Drafting resolutions, minutes of meetings, agreements and preparing board packs
- Liaising with government agencies, banks and other service providers
- Processing bank transactions
- Reviewing transactions, agreements, supporting documents
- Conducting relevant compliance reporting / checks

The ideal candidates are fresh degree holders in management / finance / law.

Duration: Full time

Experience: Previous internship with a Financial Institution will be favorably considered

Remuneration: A competitive remuneration will be offered

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

Please send your CV/ Motivation Letter on: cs@aaa.com.mu and kindly quote the reference “CORP ADMIN 2025” when applying.

Deadline for application: 09 June 2025

Website: <https://www.aaa.com.mu>