

Role Profile:	Associate Executive - Administration
Level:	Level 4A
Reporting line:	Team Leader - Administration
Department:	Fund Services
<u>Job Specification:</u> <p>The Associate Executive - Administration in the Fund Services Department, will work under the supervision of the reporting line for a defined and varied set of client servicing deliverables for a sub-portfolio.</p>	
<u>Functions:</u> <ul style="list-style-type: none"> • Attend to administrative and company secretarial tasks and manage a sub-portfolio of clients under the supervision of the reporting line (s); • Attend to delegated client servicing and support requests accurately, efficiently and in line with all associated and relevant Policies, Procedures and Regulation; • Attend to statutory filings with FSC, ROC and other statutory bodies; • Be proactive and provide prompt, excellent and professional administration services; • Ensure that the databases and core records are kept up to date and all relevant activity and transactions within scope of role are captured in the appropriate system; • Conduct administrative and/or client risk reviews on existing structures under the supervision of the reporting line (s); • Comply with the internal control and audit standards; • Work with immediate/subsequent reporting line(s) to ensure all internal/statutory deadlines are met, as applicable; • Assist the reporting line (s) for collection of Debtors for the Department. 	
Knowledge, skills & experience:	<ul style="list-style-type: none"> • 0 - 1.5 years' work experience in a similar position in the Global Business Sector • Bachelor degree in Management/Finance/Law and/or level 1 ICSA • Knowledge of Microsoft Office tools • Basic knowledge of accounting • Basic knowledge of Companies Act, Financial Services Act and relevant legislation affecting the Global Business Sector in Mauritius • Good communication skills (written and spoken English) • Strong work ethic, professional and team player • Quick learning ability to new systems and operational procedures