

KSN ASSOCIATES is hiring a Junior Administrator!

KSN Associates is a dynamic and multi-disciplinary consultancy firm based in Mauritius, specializing in business, legal, and financial consultancy services in Mauritius and in Africa. With diverse and experienced associates, we help companies navigate the complexities of corporate law, accounting, mergers, and acquisitions.

We provide a range of services, including corporate legal advice, where our experts guide clients through intricate legal matters, ensuring compliance and strategic business development. Our accounting associates offer accurate financial management, from bookkeeping to financial forecasting, helping businesses stay on track. Corporate secretarial services are another cornerstone of our offering, ensuring businesses meet all regulatory and compliance standards.

Situated at Ground Floor, Tower A, One Exchange Square Wall Street Ebene 72201, Mauritius.

Duties are as follows: Assist in daily office operations, Assist in social media posting, Assist with administrative task, Assist in gathering and organizing legal documents and drafting articles. Role will be hybrid.

We are currently looking for degree holders in Finance, Accounting, Marketing, Law and Management fields.

Duration: Full time internship/ Full time employment

Experience: Fresh graduates

Remuneration: Remunerated

Working Days/ Time: From Monday to Friday- 9am to 5pm

Send your CV/ Motivation Letter on: contact@ksn.associates

By: Monday 31th March 2025

Learn more on their company: <https://ksn.associates/>

