

Forvis Mazars is hiring an HR Assistant!

Forvis Mazars, an integral player in auditing, accounting, tax and advisory services in Mauritius. Forvis Mazars is a licensed firm by the Financial Reporting Council (FRC), serving clients of all sizes, from SMEs to mid-caps and global players, at every stage of their development. Our Senior Management team comprises qualified chartered and certified accountants combining over 30 years of local and overseas experience and is supported by a workforce of qualified accountants and partly qualified accountants.

Our Mauritius office benefits from the vast resources of the global Forvis Mazars organization in areas such as technical support, risk management, and on-going training.

Situated at 4th Floor, Unicorn Centre, Frère Félix de Valois Street, Port Louis.

Duties are as follows:

- Maintain employee records and HR databases;
- Assist in payroll preparation by providing relevant data;
- Schedule interviews and coordinate with candidates;
- Support onboarding processes for new hires;
- Help organize employee engagement activities;
- Support feedback collection and analysis;
- Assist in maintaining a positive workplace culture;
- Share HR announcements and reminders;
- Send reminders for mandatory trainings;
- Update training attendance and completion records;
- Help with orientation sessions and system access setup;
- Track employee attendance and leave requests;
- Update leave records and notify relevant managers; and
- Any other assigned tasks.

We Offer:

- Intensive training through in-house training programs, as well as on-the-job-training
- A diverse, dynamic and exciting work environment

We are currently looking for degree holders in (either of below):

- Bsc (Hons) Human Resource Management
- Bsc (Hons) Management

Duration: Fixed term

Experience: (Optional) – not necessary.

Remuneration: Negotiable

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

Send your CV, O Level & A Level results and Motivation Letter on: mru.hr@forvismazars.com

By: **15 September 2025**

Learn more on their company: <https://www.forvismazars.com/mu/en>