

CORPORATE ADMINISTRATOR

SECTION 1 – JOB IDENTIFICATION

Job Title:	Corporate Administrator
Reports To:	Managing Director/Manager Corporate Services
Department:	AGS Mauritius
Persons to be Supervised:	NA

SECTION 2 – THE ROLE

Purpose:

Providing administration services to entities under AGS Administration.

Principal Duties and Responsibilities:

- Assist Team Leader/Manager with ongoing interaction with clients and business partners
- Handle more complex structures / clients and high-profile clients and ensure the expectations of the clients are being met within agreed deadlines
- Review of Administrators' works - Including coaching of Junior Administrators/Trainees. Provide guidance and ensure compliance with statutory regulation and company's policy and procedures.
- Carry out day-to-day administration including corporate work, organising board meetings, preparing board packs, attending board meeting, if required and drafting of minutes

JOB DESCRIPTION

- Statutory Filings - Ensure records are properly maintained and compliant with local legislations including File Reviews/KYC updates, conducting due diligence exercises, etc
- Filing, Scanning of Statutory Files and updating of information on relevant system within set deadlines.
- Provide support on clients' requests. Ensure all transactions pertaining to the management of the clients' affairs are executed promptly and efficiently.
- Liaise on an ongoing basis with clients and business partners.
- Handle a portfolio of clients consisting of GBC, AC, Trusts and Foreign Companies
- Deal with regulatory authorities, banks, auditors and other miscellaneous service providers.
- Provide information / statistics as may be required by Team Leader/Manager and other departments within set timeframe
- Ensuring compliance with all relevant regulations, laws, guidelines, including internal policies and procedures, etc.
- Be committed to excellence and promote efficiency by setting personal example of corporate values (Agility, Pioneering & Excellence).

SECTION 3 – KNOWLEDGE, SKILLS AND EXPERIENCE REQUIREMENTS

Knowledge, Skills and Experience Required:

- Must have knowledge of and at least 2 years' experience in the Global Business Sector.
- Qualifications such as law/accounting/management degree or ICSA qualification, or equivalent level of practical experience.
- Strong Organisational Skills with proven ability to explore and challenge team structures to improve efficiency and effectiveness.
- Attention to detail.
- Proven ability to perform successfully in challenging and stressful emergency situations.
- Good interpersonal and communication skills, both written and verbal.