



Harel Mallac Global is recruiting Corporate & Accounting Administrators

Main Purpose of the job:

To assist the Operations Manager to ensure smooth running of Harel Mallac Global Ltd in a cost-effective and productive manner. To maintain and improve standards of quality of service to clients, maintain customer satisfaction, retain existing business and develop new business.

Job Description :

- Ensure that clients and legal entities abide to all laws, rules and regulations.
- Help in preparing client records and keep up to date KYC.
- Assist and increase the range of services offered by Harel Mallac Global Ltd.
- Ensure that internal and external customers receive timely and premium services and support requested for.
- Ensure compliance with FSC and other regulatory requirements.
- Research and proposal of appropriate administration systems/packages for global business administration.
- Build and maintain strong relationship with clients.

Profile of ideal candidate :

- ACCA L2 or any other recognized qualification in the related field.
- Studying for ICSA, STEP or similar professional body would be an advantage.
- **At least 2 years working experience** in a similar job position with knowledge of local and international business administration.
- Excellent communication and interpersonal skills.
- IT proficient.
- Organisational skills and results oriented.

Employment type: Permanent and full-time.

Contact: Interested candidates should send their application to hr@harelmallac.com.

Deadline: 13 March 2020

Harel Mallac Global is an Equal Opportunity employer. Please consult our [Privacy Notice on www.harelmallac.com](http://www.harelmallac.com) to know more about the way in which we use your personal data.

Harel Mallac Global Ltd.

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