



Career Opportunities

1. SENIOR COMPANY & TRUST ADMINISTRATOR

2. COMPANY & TRUST ADMINISTRATOR

MAURITIUS INTERNATIONAL TRUST COMPANY LIMITED (MITCO), a subsidiary of Ciel Finance Limited and a member of Ciel Group, is one of the leading management companies licensed by the Financial Services Commission and operating in the global business sector since 1993.

As a result of its continued growth and international expansion, MITCO is looking for dynamic and experienced professionals with a pro-active attitude to service its portfolio of demanding international corporate and private clients for the above positions.

The Positions

The successful candidates will be responsible for the comprehensive administration of companies and trusts allocated to them.

Main responsibilities

- Administer a select number of companies and trusts in a professional proactive and positive manner keeping the entities in legal good standing
- Ensure all correspondence and other communication is attended to professionally and promptly to ensure a consistently high standard of service
- Follow established company policies and procedures. Comply with all policies and procedures relevant to this position
- Maintain an awareness of and comply with all anti-money laundering laws, regulations, policies and procedures relevant to MITCO
- Undertake other duties from time to time as required by the Team Leader / Manager
- Make known to management and compliance department all matters involving litigation, potential litigation, claims, potential claims, complaints, potential complaints against the company

Main Requirements

1. Senior Company & Trust Administrator

- Holder of a relevant degree (e.g. Management, Law, International business, Finance) with at least 5 years of working experience in the Global Business Sector; in addition, either ACIS or STEP qualified or partly qualified
- Excellent written and spoken English
- Ongoing development of technical knowledge
- Ability to work under pressure and meet deadlines
- Computer literate with Microsoft Office products
- Be a team player

2. Company & Trust Administrator

- Holder of a relevant degree (e.g. Management, Law, International business, Finance)
- Excellent written and spoken English
- Ongoing development of technical knowledge
- Ability to work under pressure and meet deadlines
- Computer literate with Microsoft Office products
- Be a team player

If you think that you have the right profile for this position, please send your CV & motivation letter by post or e-mail, bearing Ref **CTA04/17** for Company & Trust Administrator and Ref **CTAS04/17** for Senior Company & Trust Administrator, at latest on **10 May 2017** to:

The Manager
MAURITIUS INTERNATIONAL TRUST COMPANY LIMITED
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hr@mitco.mu

