



M A T C O

# THE MAURITIUS ADMINISTRATION & TRUST COMPANY MATCO LIMITED

## VACANCY: CORPORATE AND TRUST ADMINISTRATOR

### Purpose of the Role

The person occupying the position of Corporate and Trust Administrator will be involved in the daily operations and administration of a portfolio of clients. He/she will be client-focused, with excellent communication skills and the ability to operate successfully under pressure.

### Core Accountabilities

- Administer a portfolio of trusts and companies whilst maintaining and developing relationships with clients and third parties
- Ensure that all businesses are conducted in accordance with internal policies and procedures and the rules, guidelines and expectations of the local regulator
- Liaise on an ongoing basis with international service providers including banks, audit and legal firms as well as investment and wealth management institutions
- Conduct regular reviews on existing clients and structures
- Handle any other cognate duties which may be assigned by your Manager

### Profile

- Degree holder in law and/or management field or any equivalent degree and/or ICSA qualified or partly qualified
- Up to two years' of work experience in a similar role
- Client and service-focused
- Energetic, enthusiastic and resilient to pressure
- Good verbal, written and interpersonal skills
- Strong communication skills in both English and French
- Ability to work in a team

### ABOUT MATCO

Established in 2005, MATCO is one of the leading independent management companies in the international financial services sector. MATCO is fully regulated by the Financial Services Commission in Mauritius. It offers a plethora of services for Global Business Companies, Trusts and Funds, ensuring the added benefit of one-stop solutions to business management under one roof.

If you wish to apply, please send your motivation letter and CV  
by email to [hr@matcotrust.com](mailto:hr@matcotrust.com)  
Deadline for submission: 30<sup>th</sup> June 2023