



## VACANCY: JUNIOR ADMINISTRATOR

### Job description:

We are currently seeking for a bright and enthusiastic individual to join our growing Investment Management business.

The purpose of this role is to provide essential, high-quality support and assistance to the Administration team. Working in this role, the successful candidate will have a key insight into the administrative process within the Investment Management industry.

Key responsibilities include the reconciliation of client portfolio, transaction processing and monitoring, and involvement in various ad hoc projects.

### Candidate Profile:

- 0-2 years of relevant experience.
- Degree holder in the related subject.
- High level of attention to detail
- Excellent communication skills, with strong written, and oral, English
- Positive can-do attitude and approach
- Friendly and outgoing
- Self-motivated and hard-working
- Strong computer skills (Excel, word)

### Application deadline:

10<sup>th</sup> May 2024

*This job description is not meant to be an all-inclusive list of duties and responsibilities but constitutes a general definition of the position's scope and function in the company.*

**Apply now by forwarding your CV to: [hr@tamint.com](mailto:hr@tamint.com)**