

# CAREER OPPORTUNITIES



SBM is a leading financial services group in Mauritius, with a growing presence in the region, namely in Kenya, India and Madagascar. We serve a client base of more than 875,000 across the corporate, retail and high net worth segments and we provide adapted financial solutions supported by multi-channel capabilities within a universal banking model. The strategy of the Group revolves around modernisation and diversification of its offering, expansion of its markets, enhancement of capabilities prominently with respect to human capital, and effective risk management.

Our employees – currently more than 2,500 across the Group – are at the heart of our growth strategy. In our quest to be the employer of choice, we are laying increasing emphasis on developing and nurturing talent. SBM aims to become a reference in creating talent for a smarter tomorrow.

Open your door to success by joining us in the following challenging position:

## Administrative Support Officer – Corporate Affairs Division, SBM Holdings Ltd (“SBMH”)

### Job Purpose:

Reporting to the Company Secretary, the Administrative Support Officer will be responsible to provide administrative support in the day-to-day activities of the Corporate Affairs Division of SBMH.

### Key Responsibilities:

- Assist the Company Secretary in drafting of Agendas for Management Forums and Board/Board Committees of SBMH and relevant Subsidiaries, and ensure prompt and efficient follow-ups on action points
- Assist the Company Secretary in the preparation of Board packs for Management Forums and Board/Board Committee meetings and ensure that the electronic versions are sent to the Directors within deadlines
- Ensure that Management Forums/Board/Board Committee meetings’ logistics are in place to ensure the smooth running of meetings
- Assist the Company Secretary in drafting of Minutes of Proceedings of the relevant Management Forums/Board/Board Committees of SBMH and relevant Subsidiaries as required
- Communicate decisions of the Management Forums/Board/Board Committees to Management
- Ensure proper records keeping
- Attend other administrative matters/tasks within the Company Secretarial function
- Provide effective and timely information to and attend to queries from other departments/subsidiaries of the Group
- Ensure a high level of service standards including the level of ethics and integrity in line with SBM values

### Qualifications, Experience & Skills:

- University Degree in Management, Law and/or any other relevant field
- Partly ICSA qualified would be a definite advantage
- At least 1-year experience in a Company Secretarial function preferably in Banking/Financial Services sector
- Excellent communication, time management and interpersonal skills
- Ability to maintain a high level of confidentiality
- Highly organised and detail-oriented
- Ability to work under pressure

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If you believe in taking new challenges with the right mindset, please refer to our website for full details and complete our online application form on [www.sbmgroup.mu/vacancies](http://www.sbmgroup.mu/vacancies) by Tuesday, 27<sup>th</sup> April 2021.

We thank you for your interest and invite you to grow with us.

Kindly note:

All applications will be dealt with in strict confidence.

Please favour online application.

The Group reserves the right to call only the best candidates for interview OR not to fill this position following this advertisement.

SBM is an equal opportunity employer.

One step in the right direction and a giant leap for your career.