

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 within SBM (NBFC) Holdings Ltd and/or its subsidiaries:

Sales Support Officer – SBM Mauritius Asset Managers Ltd

Job Purpose:

The Sales Support Officer will be responsible for administrative tasks to support the sales team in their daily activities, within Company and regulatory guidelines, policies, procedures and other requirements.

Key Responsibilities:

- Process client requests in an efficient, timely and courteous manner
- Collaborate with other departments for efficient completion of due diligence exercises
- Maintain an organised and accessible file system for administrative and sales professionals
- Perform data entry tasks, monitor performance indicators for sales members and compile reports
- Help the sales team to source and close leads
- Assist on client queries, schedule meetings and sales appointments
- Identify new opportunities through on-going screening
- Ensure that portfolio statements are sent to existing clients in a timely manner
- Ensure high level of service standards, including high level of ethics and integrity in line with SBM values
- Perform any other duties as assigned

Qualifications, Experience & Skills:

- University degree in marketing, banking, investment and/or any other relevant field
- Experience in an administration field will constitute a definite advantage
- Computer literate with knowledge of Microsoft Office Suite, particularly MS Excel
- Proactive, dynamic and solution provider
- Detail-oriented with ability to deliver within tight deadlines
- Able to work independently and as part of a team
- Excellent organisational, communication and customer service skills

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 by Sunday, 02nd April 2023.

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.