

Job Title:

## **Business Development & Investment Associate – Assistant to the CEO**

### **Location:**

Ebène, Mauritius (full-time, office-based)

### **About the Company**

TAM Asset Management International is an award-winning discretionary investment manager serving financial advisers, trustees, and private clients across Africa, Asia, and the Middle East. From our base in Mauritius, we manage global portfolios and provide innovative investment solutions designed around transparency, service, and performance.

### **The Opportunity**

We are looking for an ambitious and confident individual to work directly alongside our CEO in a broad role spanning **business development, client relationship management, and investment support**.

This is not a traditional sales or marketing position. It's a hands-on apprenticeship for someone who wants to learn every aspect of an international investment-management business from portfolio construction and client engagement to strategy and leadership. The successful candidate will receive direct mentorship from the CEO, with the longer-term goal of developing into a senior manager and potential successor.

### **Key Responsibilities**

#### **Business Development & Client Engagement**

- Attend meetings with advisers, trustees, and private clients alongside the CEO.
- Prepare meeting notes, follow-up summaries, and presentations.
- Assist in identifying new business opportunities and maintaining client relationships.

- Support marketing initiatives, including content creation and LinkedIn activity.

### **Investment & Portfolio Support**

- Assist with portfolio monitoring, performance analysis, and reporting.
- Contribute to investment research, asset-allocation reviews, and fund due diligence.
- Help prepare materials for internal investment meetings and client reviews.
- Over time, develop a deeper understanding of financial markets and portfolio management.

### **Operational & Strategic Projects**

- Support the CEO with ongoing projects, cross-office coordination, and internal improvements.
- Liaise with the investment, administration, and CRM teams to ensure smooth delivery of client service.
- Prepare briefing notes and assist with new business initiatives and partnership discussions.

### **Skills and Attributes**

- Bachelor's degree (Finance, Economics, Business, or related discipline preferred).
- Excellent command of written and spoken English; strong presentation skills.
- Confident, self-motivated, and eager to learn.
- Professional, articulate, and comfortable engaging with senior clients.
- Strong analytical and organisational ability, with attention to detail.
- Proficiency with Microsoft 365 (Excel, PowerPoint, Word); familiarity with CRM or portfolio systems an advantage.
- Interest in global markets and investment management.

## Preferred Profile

This role would suit a recent graduate or early-career professional (0–3 years of experience) who wants to build a long-term career in investment management and leadership. Candidates must already live in Mauritius or be willing and legally able to relocate. **For the right applicant, the company can assist with relocation and work-permit sponsorship.**

## Employment Term

This position is offered on an **initial one-year fixed-term contract**, with the **intention of permanent employment** for the right candidate. Performance and fit will be reviewed after six months, and the company may convert the role to permanent status at that stage. For non-Mauritian candidates, the company will assist with **relocation and work-permit sponsorship** as part of this arrangement.

## What We Offer

- Direct mentorship and daily interaction with the CEO.
- Clear development path into a leadership or investment-management role.
- Competitive salary and annual performance review.
- Exposure to international markets, clients, and cross-border operations.
- Supportive, professional environment in modern offices at Nexteracom Tower 1, Ebène.

## How to Express Interest

Please send your CV and a short note outlining your motivation and background to **careers@tamint.com** with the subject line “*Business Development & Investment Associate – Assistant to the CEO*”. Applications will be reviewed on a rolling basis.