



Job Title: Client Administrator - KYC
Location: Ebene, Mauritius

Company Description

TAM Asset Management International is an award-winning specialist in discretionary portfolio management, offering innovative investment solutions to clients worldwide. The company focuses on diversified portfolio construction with a strong emphasis on liquidity, cost, and risk mitigation. We offer traditional and ESG portfolios, regulated by the Financial Services Commission of Mauritius and the South African Financial Sector Conduct Authority.

Role Description

This is a full-time Client Administrator - KYC role located on-site in Ebene. The Client Administrator will be responsible for day-to-day tasks related to Know Your Customer (KYC) procedures and client onboarding. This includes written communication, analytical tasks, customer support, client relations, and general communication within the team.

Prerequisites

- Bachelor's degree in Finance, Business, or related field
- Knowledge of client onboarding, KYC procedures and regulations.
- Strong organisational skills with keen attention to detail.
- Excellent communication with strong written, and oral, English
- Ability to work independently as well as part of a team.
- A proactive approach to learning and problem-solving.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and general office software.

What we offer:

- A team-oriented, results driven, diverse environment where you will be challenged and expected to challenge others.
- A supportive and collaborative work environment that encourages continuous learning and professional growth.
- The opportunity to work with experienced professionals in the financial services industry and gain exposure to multiple aspects of asset management.
- Competitive salary and benefits package.

How to apply:

If you are a dynamic and ambitious individual looking to build a career in a vibrant and evolving industry, we would love to hear from you. Please submit your CV and a cover letter detailing your interest in the role and how you meet the above requirements via hr@tamint.com or LinkedIn.

Application Deadline: 13th March 2026

TAM Asset Management International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.