



Job Title: Junior Investment Operations Analyst

Company Description:

TAM Asset Management International is a dynamic and forward-thinking asset management company based in Mauritius. With a focus on providing innovative investment solutions to clients across Africa, Asia, and the Middle East, we pride ourselves on fostering a culture of growth, collaboration, and excellence. Our team is our most valuable asset, and we are committed to creating an environment where everyone can thrive and contribute to our continued success.

About the Role:

We are looking for a motivated, detail-oriented Junior Investment Operations Analyst to support our investment team. The role involves trade execution, portfolio maintenance, reconciliations, and reporting to ensure accurate, timely processing of client portfolios. This is a great opportunity to gain hands-on experience in a dynamic asset management environment.

Key Responsibilities:

- Support daily trade processing, position updates, and asset transfers
- Execute trades across platforms and custodians, ensuring proper booking
- Reconcile trades, accounts (onshore/offshore), and investigate discrepancies
- Monitor income events (dividends, coupons) and fees
- Maintain security prices for accurate portfolio valuations
- Identify and escalate discrepancies; investigate root causes
- Respond to operational queries promptly
- Prepare investment reports and fee/rebate summaries
- Collaborate with teams to improve data quality and processes

Qualifications & Skills:

- Strong attention to detail and high numerical accuracy
- Ability to manage multiple tasks and meet deadlines
- Excellent communication skills
- Good understanding of financial data, investment processes, and reporting
- Proficiency in Excel (advanced formulas, Pivot Tables, Power Query etc..)
- Proactive with a willingness to learn and improve processes

Preferred Qualifications:

- 0–2 years' experience in operations, finance, or data roles
- Currently studying or holding a degree in Finance, Accounting, or Business
- Basic knowledge of financial markets and investment products

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This role offers valuable growth opportunities within a collaborative environment. If you are detail-oriented and eager to develop your skills in investment operations, we encourage you to apply.

How to apply:

Please submit your CV and a cover letter detailing your interest in the role and how you meet the above requirements to hr@tamint.com **Application Deadline: 15th June 2026**

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