



# Assistant Corporate Secretarial Services

## Forvis Mazars Mauritius

**Forvis Mazars Mauritius is actively recruiting an Assistant in Corporate Secretarial Services.**

### Job Purpose

Assist in company secretarial services by supporting compliance filings, maintaining records, and providing administrative support to senior staff and manager.

### Duties and responsibilities

#### Corporate Governance & Compliance

- Assist in preparing and filing statutory and regulatory documents under supervision.
- Help maintain statutory registers and company records accurately.

#### Client Advisory & Support

- Provide administrative support to client advisory activities.
- Help draft simple correspondence and track client queries for timely follow-up.

#### Board & Shareholder Support

- Support in organizing board and shareholder meetings (logistics, scheduling, document preparation).
- Take notes and assist in drafting minutes under guidance.

### Process & Quality Management

- Ensure timely submission of documents and assist in monitoring deadlines.
- Contribute to maintaining internal filing systems and compliance checklists.

### Team Collaboration

- Work closely with senior staff and managers to deliver client service.
- Learn and apply corporate governance processes, gradually taking on more responsibility.

### Qualifications & Requirements

#### Education & Professional Background

- Degree in law, Business Administration or related field.

#### Experience

- Minimum 1 year of relevant corporate secretarial or governance experience, ideally within a professional services firm.
- Basic knowledge of company law, corporate governance, and regulatory frameworks.



### Skills & Competencies

- Good drafting and communication skills in English; knowledge of additional languages is an advantage.
- Ability to assist with multiple deadlines and tasks under guidance from senior staff.
- Basic proficiency in MS Office and familiarity with corporate secretarial software.

#### Personal Attributes

- Strong sense of responsibility, integrity, and professionalism.
- Collaborative team player.

### Why join us

Forvis Mazars is a leader in audit, tax and advisory services worldwide, operating across 100+ countries and territories. Join us to **grow** your career through global opportunities, diverse projects, and continuous learning. **Belong** to a supportive environment where your unique perspective is valued, and success comes from teamwork. **Impact** with your bold ideas and help drive us forward.

### How to apply

Send us your CV on [MRU.HR@forvismazars.com](mailto:MRU.HR@forvismazars.com) or apply on our company website for above job openings.

\* Forvis Mazars Mauritius reserves the right to call only suitable candidates.