

**Prime Partners Ltd (PPL)**, a wholly owned subsidiary of The State Investment Corporation Limited (SIC), is involved in the provision of a wide range of corporate services to domestic companies.

**Prime Partners Ltd** is looking for dynamic and experienced candidates for the following positions:-

## **CORPORATE ADMINISTRATOR**

### **PROFILE**

- Partly qualified ICSA;
- Good level of verbal, written and interpersonal communication; and
- Familiar with laws and regulations governing companies.

## **ADMINISTRATIVE SUPPORT ASSISTANT**

### **PROFILE**

- Higher School Certificate or GCE A Level or any other qualifications acceptable to the Board;
- Pleasant personality and good communication skills; and
- Ability to use judgement in handling confidential information.

### **MAIN DUTIES, RESPONSIBILITIES AND OTHER REQUIREMENTS**

Detailed list of duties, responsibilities and requirements for the above posts can be downloaded from the website of SIC at <http://www.stateinvestment.mu> under "Vacancy".

### **MODE OF APPLICATION**

Interested candidates are invited to submit their applications together with their updated CV by email at [cosec@primepartners.mu](mailto:cosec@primepartners.mu) at latest **Friday 18 November 2022 at 16 00 hours**.

### **DISCLAIMER**

The Company reserves the right to call only the best candidates to participate in the selection exercise and not to make any appointment following this advertisement.

**04 November 2022**