



CORPORATE ADMINISTRATOR

We are seeking to recruit for immediate employment a Russian-speaking **Corporate Administrator** to join the company's corporate department in Limassol.

DUTIES AND RESPONSIBILITIES

- Providing general support to corporate, back office and banking administrators
- Providing support to the Managing Director
- Liaising with external advisors, lawyers and auditors
- General administrative duties, including filing, scanning and organising
- Handling of incoming and outgoing correspondence
- Updating and maintaining corporate documents and certificates
- Preparation of various documentation based on set templates
- Translation of documents and other translation tasks

REQUIREMENTS AND QUALIFICATIONS

- Fluent in written and spoken Russian and English. Greek will be considered a plus
- College degree
- 2 years of experience in a corporate environment, preferably in corporate administration
- Knowledge of Registrar of Companies procedures is preferred
- Highly energetic, an agreeable personality and a team player
- Outstanding organisational and multitasking abilities
- Computer literate and proficient in MS Office

REMUNERATION

A competitive remuneration package will be offered to the successful candidate. Leading employee benefits, training and development offered.

Please e-mail your resume by Monday, 4 June 2018 to careers@chelcomanagement.com quoting CA-RU 05-2018. All applications will be treated in strict confidence.

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Chelco Management Services Ltd

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