

Back Office Corporate Administrator/Document Controller

Chelco Management Services Ltd, Corporate & Fiduciary Services, is seeking to recruit for immediate employment a **Back Office Corporate Administrator/Document Controller** at its Headquarters in Limassol.

Job responsibilities

- Processing incoming correspondence
- Processing internally generated documents
- Preparing cover letters and arranging courier packages, certifications & apostille
- General support services to corporate administrators
- Electronic filing & indexing

General requirements:

- Minimum 1 year of experience with a regulated Administrative Service Provider in a corporate administration/personal assistant position
- Fluent English and Russian speaker; knowledge of Greek will be considered an advantage
- High degree of professionalism and confidentiality
- Excellent organisational skills
- Ability to work under pressure
- Computer literate (MS Office)

A competitive remuneration package commensurate with experience will be offered to the successful candidate.

Please e-mail your CV by Wednesday, 13 October 2021 to careers@chelcomanagement.com quoting BOCA/DC 09-2021. All applications will be treated in strict confidence.

Chelco Management Services Ltd has been offering leading Company Formation, Trust, International Banking, Management & Administration and Accounting services since 1984, serving the business interests of clients in Cyprus and worldwide.