

Corporate Administrator

We are seeking to recruit for immediate employment a dynamic and enthusiastic **Corporate Administrator** to join the company's corporate department in Limassol.

Job responsibilities

- Providing general support to front office, back office and banking administrators
- General corporate and banking administrative duties and tasks
- Handling of incoming and outgoing correspondence
- Producing, updating and maintaining corporate documents and certificates
- Issuing invoices and sending statements of accounts
- Preparation of various documentation based on set hardcopy or electronic templates

General requirements:

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

An attractive remuneration package will be offered to the successful candidate based on qualifications and experience.

Please e-mail your CV to careers@chelcomanagement.com quoting CA 2-2022. All applications will be treated in strict confidence.

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