

Trainee Assistant Relationship Officer

Job Description

Reporting to the Relationship Manager, the selected candidate will assist MITCO in acting as the Company Secretary of client companies and provision of administration services.

What you will be doing:

- ❖ Conduct regular reviews of company and trust files to ensure compliance with all relevant regulations
- ❖ Ensure all correspondence and other communication is attended to professionally and promptly
- ❖ Conduct due diligence on investors/shareholders as per the Financial Intelligence and Anti-Money
- ❖ Laundering Act 2002 and the Code on the Prevention of Money Laundering and Terrorist Financing
- ❖ Ensure all KYC documents are on file, valid and up-to-date

What are we looking for?

- ❖ Holder of a relevant degree (e.g. Management, Law, International Business, Finance)
- ❖ Computer literate with Microsoft Office products
- ❖ General understanding of company policies and procedures
- ❖ Excellent written and verbal communication in both English and French