

Intercontinental Trust Ltd is hiring an Assistant Corporate Administrator !

Key Responsibilities

- Manage a portfolio of client companies, ensure its day to day administration works and that they are compliant with the laws and all internal requirements;
- Company formation/Fund set up;
- Perform day to day company secretarial duties;
- Keep track of all tasks for junior team members and ensure these are being tackled promptly;
- Arranging for board meetings and prepare/ review minutes;
- Draft/review resolutions
- Liaising with Authorities namely ROC/FSC/MRA etc;
- Perform due diligence for client companies and regular file reviews;
- Attend all emails, client instructions, audit queries including internal company requirements/ adh-hoc work;
- Coach and review the work of junior staff members;

Profile:

- University degree (Management/Finance/Law) and/or studying for a professional qualification);
- 0-1 year working experience
- Good communication skills;
- Well versed in written English;
- Proficient in Microsoft Office (Word, Excel, Outlook);
- Flexible & able to work under pressure;
- Ability to delegate with good leadership and monitoring skills;
- Team oriented with a good time management and interpersonal skills

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Location: Alexandre House, Ebene

Send your CV/ Motivation Letter on: HR@intercontinental.com