

## MMW Financial Solutions Ltd is looking for a full time **Corporate Administrator!**

MMW Financial Solutions Ltd is an accounting and auditing firm, situated at 5<sup>th</sup> Floor, Lot 15A4, Hyvec Business Park Wall Street Ebene, 72201. we provide multiple services such as accounting, auditing, taxation, payroll, secretarial and consulting.

Duties are as follows:

- Maintain and update corporate records, registers, and legal documentation.
- Coordinate board meetings, shareholder meetings, and committee meetings.
- Prepare meeting agendas, minutes, resolutions, and supporting materials.
- Ensure timely filing of statutory and regulatory documents with relevant authorities.
- Monitor compliance deadlines, licenses, permits, and reporting requirements.
- Assist with company incorporations, restructures, mergers, and other corporate transactions.
- Manage correspondence with directors, shareholders, regulators, and external advisors.
- Maintain document management systems and ensure confidentiality of sensitive information.
- Support internal governance processes and corporate policies.
- Assist with contract administration and record retention procedures.
- Coordinate annual reports, corporate disclosures, and compliance reviews.
- Provide general administrative support to senior management and corporate departments.

We are currently looking for degree holders in:

- Bachelor's degree in Business Administration, Corporate Governance, Law, Management, or a related field.
- Knowledge of corporate governance principles and regulatory requirements.
- Experience maintaining corporate records and preparing board documentation is preferred.

Duration: Full Time

Experience:

- 1- 2 years of experience in the field would be of advantage.
- Fresh graduates with a background qualification in law or any related field.

Remuneration: To be discussed during interview

Working Days/ Time: From Monday to Friday- 8:00 to 4.30

Send your CV/ Motivation Letter on: [info@mmwllp.com](mailto:info@mmwllp.com) or [rbadat@mmwllp.com](mailto:rbadat@mmwllp.com)

By: **25<sup>th</sup> June 2026**

Learn more on their company: [www.mmwllp.com](http://www.mmwllp.com)