

United Arab Emirates Jobs Expertini®

Company Secretarial Officer

[Apply Now](#)

Company: TMF Group

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

About TMF Group

TMF Group is the leading provider of critical compliance and administrative services. We serve corporations, fund managers, financial institutions and private clients operating, expanding, and investing in multiple jurisdictions.

We work hand in hand with global advisors and lawyers, supporting their clients with dedicated local expertise covering 85 jurisdictions from 120 wholly-owned offices.

About the role

In this role you will be supporting our Corporate secretarial team in processing TMF's annual compliance and simple transactions as well as all associated administrative tasks. You will be working closely with our experienced colleagues and your goal will be to ensure that an efficient, professional a high-quality service is provided to the client in an accurate and timely manner.

Key Responsibilities

Responsible for accurate, complete, and timely processing of annual compliance;Responsible for meeting the indicated deadlines for each allocated client task;Completing tasks in compliance with company policies relating to company secretarial requirements consistently and in full for each annual compliance deliverable;Performs basic tasks in compliance with company legislation, data protection and control risk;Works in accordance with TMF Group Code of Conduct and values;Maintains relevant databases, client records and other tracking tools as required;Performs basic standard defined tasks to on-board new clients;Understands clients, identifies their needs and creates positive first

impressions;Handles complaints and difficult customers in positive and effective manner, taking into account global and cultural differences;Keeps up to date with changes in local company legislation;Participates in projects when required to do so;Provides administrative support to the company secretarial team as required;Attends client board meetings as required,

About you

Ideally, you are meeting following hiring criteria:

Previous experience in a fast paced, high volume company secretarial position would be highly preferred;Good knowledge of basic company secretarial transactions and annual compliance is a must;ADGM and/or DIFC knowledge is a mustResourceful, independent and strong problem-solving abilities;Excellent command of English (both verbal and written)Excellent communication and interpersonal skills

What's in it for you?

AED 4000 air ticket allowance provided after 12 months of service is completed;Tier 1 insurance covered with wellness;Team building and CSR activities at least twice in a year;Fruits and snacks days in the office;Work from home option (2 days per week);Continuous development that is supported and encouraged through global learning opportunities from the TMF Business Academy and a strong culture of feedback;By joining us, you will be part of a truly diverse, global business and benefit from the many advantages that brings. You'll experience cross-border collaboration, stimulating client work and exciting challenges

[Apply Now](#)

Cross References and Citations:

- 1. Company Secretarial Officer** [Minejobs](#) [Jobs United Arab Emirates](#) [Minejobs](#) ↗
- 2. Company Secretarial Officer** [Teachingassistantjobs](#) [Jobs United Arab Emirates](#) [Teachingassistantjobs](#) ↗
- 3. Company Secretarial Officer** [Receptionistjobs](#)[Jobs United Arab Emirates](#) [Receptionistjobs](#)↗

4. **Company Secretarial Officer ThailandjobsJobs United Arab Emirates Thailandjobs** ↗
5. **Company Secretarial Officer Therecruiterjobs Jobs United Arab Emirates Therecruiterjobs** ↗
6. **Company Secretarial Officer Searchukjobs Jobs United Arab Emirates Searchukjobs** ↗
7. **Company Secretarial Officer TollywoodjobsJobs United Arab Emirates Tollywoodjobs** ↗
8. **Company Secretarial Officer Thecareerjobs Jobs United Arab Emirates Thecareerjobs** ↗
9. **Company Secretarial Officer HoustonjobsJobs United Arab Emirates Houstonjobs** ↗
10. **Company Secretarial Officer Europejoblistings Jobs United Arab Emirates Europejoblistings** ↗
11. **Company Secretarial Officer Norwayjobs Jobs United Arab Emirates Norwayjobs** ↗
12. **Company Secretarial Officer InstallationjobsJobs United Arab Emirates Installationjobs** ↗
13. **Company Secretarial Officer CraigsjobsJobs United Arab Emirates Craigsjobs** ↗
14. **Company Secretarial Officer Russiajobs Jobs United Arab Emirates Russiajobs** ↗
15. **Company Secretarial Officer Maxillofacialjobs Jobs United Arab Emirates Maxillofacialjobs** ↗
16. **Company Secretarial Officer Productmanagementjobs Jobs United Arab Emirates Productmanagementjobs** ↗
17. **Company Secretarial Officer Russiajobs Jobs United Arab Emirates Russiajobs** ↗
18. **Company Secretarial Officer Automationjobs Jobs United Arab Emirates Automationjobs** ↗
19. **Company secretarial officer Jobs United arab emirates** ↗
20. **AMP Version of Company secretarial officer** ↗
21. **Company secretarial officer United arab emirates Jobs** ↗
22. **Company secretarial officer Jobs United arab emirates** ↗
23. **Company secretarial officer Job Search** ↗
24. **Company secretarial officer Search** ↗
25. **Company secretarial officer Find Jobs** ↗

group-bb69bc6a79/

Generated on: 2024-05-02 by Expertini.Com