

## Corporate Services Administrator / Paralegal (Dubai)

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## Corporate Services Administrator/ Paralegal

Dubai

**This vacancy has already been filled.**

### Tasks

Complete set-up, administration and liquidation of structures (i.e. holdings, foundations and trusts) in various jurisdictions (Offshore and Onshore)

Management of a portfolio of investment holding companies. Coordinating and review of accounting reports, financial statements, VAT and corporate income tax returns on a monthly and quarterly basis ensuring reliability with local GAAP and IFRS reconciliations.

Responsible for the maintenance and update of all companies documentation and registers. day-to-day accounting, monthly reporting and preparing financial statements for companies/entities.

Responsible for the preparation and review of legal documentation including BoD and AGM minutes, PoA and resolutions.

Preparation of standard documents (i.e. contracts, board minutes, minutes to the AGM, Powers of Attorney)

Undertake and perform relevant follow up on various administrative tasks, including the preparation of letters, client invoices and payment instruction

Act in capacity of Relationship Manager in client meetings as well as with client take-on in line with internal procedures (i.e. gathering of KYC documentation, bank account openings)

Building up and maintaining personal contact with clients, advisors and other related parties

Management, supervision and coordination of daily administration of trusts and companies including taking full mandate responsibility. Taking fiduciary decisions on the mandates assigned within the guidelines provided by the company

Administration overview and control of maintenance on mandates assigned including financial, accounting and database reviews

Being the point of entry for processing client requests such as account opening, account maintenance and trading

Communicate with government agencies, notaries' offices, law firms and translators as necessary .

### **Competencies:**

Minimum of 1-4 years of experience in a similar function in a fiduciary / corporate services environment

Excellent oral and written communication skills in English

Proficiency in MS Office (Excel, Word and Outlook, PowerPoint is an advantage)

Hands on personality with the flexibility of taking over tasks beyond the job description

Strong interpersonal communication skills, highly discreet, client orientated, ability to integrate in a multinational environment and motivated to start your career

Please note that the role is in Dubai, UAE and will be performed there. Someone already living in Dubai is preferred, however someone travelling to Dubai is also welcome.

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