

United Arab Emirates Jobs Expertini®

Supervisor - Corporate Services

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Company: Affiniax Partners

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

1. Supervise day-to-day operations functions and tasks team members.
2. Handle ongoing corporate engagements and operations.
3. Review proposals and quotations, preparation if needed.
4. Review documents, application before submission to clients or to any licensing authorities
5. Liaise with clients, attending client requirements in relation to company set up, visa process, amendments, and other ad-hoc services.
6. Coordinate and manage the routine correspondence of the existing clients.
7. Monitor and maintain an up to date of all documents related to tasks daily and support operational and archival purposes.
8. Support Corporate teams work executions.

Requirements

- 3-5 years experience in the corporate service sectors and experience in the same role.
- Knowledge in dealing with government regulation and compliance requirements in the UAE
- Good knowledge of incorporation of companies in different jurisdictions and various post-incorporation tasks, such as attestations, issuance of registry certificates, filing of changes in directorships and shareholding, account openings, etc.
- Experience dealing with clients directly and having responsibility for the maintenance and development of those relationships

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