



WE ARE RECRUITING! ASSISTANT ADMINISTRATOR

The candidate's duties and responsibilities will include, although not restricted to, the following:

- Assist in performing the day-to-day professional company secretarial services (Incorporations, Convening Board Meetings, AGMs, Drafting of Minutes and Resolutions, Drafting of simple agreements etc.);
- Liaise with local authorities (ROC, FSC, MRA etc.) regarding ongoing operational and administrative matters;
- Ensuring the Companies within the portfolio are compliant with regard to relevant laws and regulations;
- Assist with regard to review of agreements as well as statutory audited financial statements;
- Perform Bank account openings and Bank transfers;
- Develop and maintain relationships with among others, banks, auditors;
- Preparing year-end file and liaising with auditors;
- Liaise with Compliance;
- Carrying out research work where required.

Qualification, experience and skills required:

- University degree in Management or Law;
- Studying for a professional qualification will be an advantage;
- Fluent in English and French;
- Good communication skills;
- Proficient in Microsoft Office (Word, Excel, Outlook);
- Be flexible, able to work under pressure;
- Organised, autonomous, accurate, proactive with an analytical mind;
- Team player with a good time management and interpersonal skills;
- Good academic results.

Visit our website: www.intercontinentaltrust.com

Apply [here](#)

Intercontinental Trust Ltd

Level 3, Alexander House, 35 Cybercity, Ebene

E: hr@intercontinentaltrust.com

W: www.intercontinentaltrust.com