



Globalserve Consultants Ltd seeks to recruit a high calibre individual as **corporate officer**.

Description of responsibilities:

- Incorporation of international business companies and provision of corporate services
- Executing corporate changes
- Monitor Due Diligence procedure for clients
- Opening of bank accounts and communication with banks
- Liaising with other departments to ensure timely statutory filings of client portfolio.
- Undertake general office administration tasks
- Manage correspondence and filing

Qualifications

- Fluent in English
- University degree in relevant subject is preferable e.g. business, accounting, law
- Strong computer skills especially in MS Office applications
- Excellent Communication skills
- Strong Organizational and multi-tasking skills
- One year experience in relevant sector is required

Application & Information:

Please contact the Human Resources office

Contact Person: Xenia Iasonos

Email: xenia@globalserve.com.cy

Tel. 25-206931

Web Site: www.globalserve.com.cy

✘Please note, that only successful candidates will be contacted.