

Vacancy: Corporate Administrator

Imperio is currently looking to recruit a motivated individual for the position of Corporate Administrator to join our offices in Limassol.

The successful candidate will be part of the Legal & Administration Department and will be involved in various corporate and technical administration duties.

Main duties and Responsibilities:

- Preparation of various corporate documents (minutes, resolutions, agreements, power of attorneys, registers, letters etc).
- Arranging for execution, certification, apostil and legalization of documents.
- Working with the Registrar of Companies and Official Receiver, including preparation of HE Forms and necessary applications and documentation, liaison with the latter.
- Submission of various forms through governmental portals such as Ariadni, Registrar of Companies etc.
- Managing outgoing and incoming correspondence, liaising with various courier services and recording data.
- Preparing relevant corporate documents for the Banks' compliance dept.
- Liaise with local authorities, banks and service providers.
- Record keeping (Hard copy and soft copy).
- Be involved with the coordination and implementation of office duties such as, order of supplies, inventory management etc.
- Other ad-hoc duties.

Personal Characteristics & Qualifications:

- Up to 2 years of experience in similar position or holder of diploma in business, secretarial or paralegal studies or equivalent degree.
- Knowledge of the Cyprus corporate procedures will be considered as an advantage.
- Fluent in Greek and English.
- Responsible and high organized.
- Ability to work to tight deadlines.
- Attention to Detail.
- Strong communication skills.

If you are a highly organized and motivated individual and you wish to become part of our young and dynamic team, please submit your CV at www.imperioproperties.com/careers/