

OPEN VACANCY:

CORPORATE ADMINISTRATOR

Limassol (Cyprus)

We seek to employ a Polish speaker **Corporate Administrator**, with background in Business Administration, Accounting or Law, for the position of the Assistant Account Manager.

IBCCS TAX LTD is a corporate services firm, with offices in Cyprus (Limassol), Georgia (Tbilisi), Estonia (Tallinn), Poland (Warsaw) and United Kingdom (London), offering management of entities as well as a range of corporate services in various reputable jurisdictions.

The primary duties of the candidate will include:

- Assistance with administration of portfolio of companies
- Liaising with the clients, partners, banks, audit firms and other institutions
- Liaising with colleagues in reference to various tasks performed
- General business administrative and front desk duties
- Assistance in preparation and analysis of legal documents (Powers of Attorney, resolutions, agreements)

The candidate should meet the following requirements:

- Proficient knowledge of English and Polish language (written and spoken)
- University degree or graduate student will be considered an advantage
- Proactive, professional, client service oriented, with good organizing skills
- Excellent knowledge of MS Office tools (Outlook, Word, Excel, Power Point)
- High level of professionalism, confidence, and interpersonal skills
- Experience or background in law, accounting or business administration will be considered an advantage

Working Hours: Full time, 09.00 – 18.00 with one-hour break

The selected candidate will be offered development possibilities and will be on an ongoing training related to corporate services, local and international taxation & law and fiduciary industry and will have exposures to international environment.

For Application

Please extend your interest along with your CV via **erasmusintern.org** or via email to: hr@ibccs.tax