



Mutual Trust is an established international and offshore Trust and Corporate Services provider, serving the cross-border financial structuring needs of high-net-worth individuals, professional advisors, financial institutions and Companies. We are currently in the process of expanding and looking to recruit an **Corporate Administrator – Russian Speaker**.

Duties and Responsibilities

- Preparation and application for company formation in various jurisdictions;
- Preparing and submitting statutory forms to the Registrar of Companies for local and foreign registered companies;
- Provisioning of company secretary and company director duties in compliance with local and international statutory obligations;
- Communicating with clients and review of new client KYC documentation, ensuring compliance with Company policy and Anti-Money Laundering regulations;
- Preparing and executing various secretarial services/documents including minutes, resolutions, instruments of transfer, share certificates, incumbency certificates, Power of Attorneys, etc.;
- Preparing and executing bank account application forms when necessary, communication with banks both in Cyprus and internationally;
- Communicating with providers/agents of overseas companies;

- Liaising with government authorities;
- Translating corporate and other miscellaneous documents from Russian to English and vice versa;
- Oral and written communication with Russian-speaking clients;
- Fulfilling AML, FATCA and other requirements;
- Ensuring accurate and timely invoicing; and,
- Liaising with the Compliance Officer.

Job Requirements

- 2-3 years of previous experience in the corporate services field;
- Excellent command of Russian and English language;
- Excellent organizational & communication skills;
- Ability to work under pressure and meet deadlines;
- Strong Computer skills especially in MS Office.

Contact Us

If you have the same philosophy as we do, we will be delighted to hear from you.

Discover what you could reach by joining the Mutual Trust team.

Please email your CV to careers@mutual-trust.com