



We're Hiring: Assistant Corporate Administrator

Are you looking to build a career in corporate administration or company secretarial practice?

We're growing our team and seeking a proactive, detail-oriented Assistant Corporate Administrator to support our Company Secretary in delivering high-quality corporate services.

Key Responsibilities:

- Preparing documents for company incorporations
- Drafting and submitting statutory forms on CBRIS
- Preparing board packs
- Assisting with share registry & transfer agent services; liaising with CDS
- Ensuring compliance with statutory and regulatory requirements
- Maintaining & safekeeping statutory records
- Updating statutory registers
- Preparing documents for certification
- Drafting notices & agendas for shareholders' meetings

Qualifications:

- HSC leavers interested in ICSA/CGI studies

- Diploma/Undergraduate degree in Business Administration, Law & Management, or related field

Skills:

- Proficient in MS Office
- Strong communication skills in English & French

Aptitudes:

- Fast learner
- Flexible
- Hard-working
- Team player

Remuneration:

Salary will be based on qualifications and experience.

How to Apply:

Please send your CV and a short cover message by email.

Email: vma@sileo-mu.com / np@sileo-mu.com