



**Corporate Assistant/ Business Administrator  
for an international firm**

**Sheltons Group, Malta**

For our Malta office we are seeking a person for a position with excellent development opportunities, ideal for someone with a legal secretarial background looking for new challenges in an international environment.

As a Corporate Assistant - you would help with the management of a portfolio of international clients. You would be responsible for a variety of administrative and corporate matters and ensuring that all statutory requirements are complied with, while relying on the assistance of in-house or external advisors.

If you are ambitious and want to play a key role in an international team, you may be our new Corporate Assistant.

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Sheltons is a specialist accounting and business advisory firm working exclusively with internationally operating businesses. We are very specialised in the areas of international tax advisory, international tax training and corporate services with offices located in Copenhagen, Malta, Sydney and London.

**The Job**

We are seeking a Corporate Assistant/ Business Administrator to assist with managing an existing portfolio of already content international clients. After an induction period you would be responsible, in collaboration with in-house or external advisors for administering Maltese entities, ensuring that all requirements are complied with and for delivering services in a timely and professional manner. While working with others in our team, your role would also include assisting our team of accountants with a variety of secretarial, corporate or legal matters as well as coordinating projects involving specialised Maltese and international advisory services. You will have considerable contact with your international clients' representatives as well as with banks, accounting firms and law firms around the world. In time you will also be expected to assist with developing new business, and developing and maintaining our online presence.

**Your profile**

You have worked at least two years in corporate or secretarial position, preferably with an accounting or law firm, corporate services firm or in a comparable role with an international company. It is however perfectly acceptable if all your experience has been gained working outside Malta. You have a relevant theoretical background and are familiar with related legal and financial terms and concepts. You also have a good knowledge of general office software such as Word, Excel and Outlook.

As you would be dealing with clients from all over the world it is essential that your English is very advanced and that you have a highly developed ability to articulate views, verbally and in written form. You also speak at least one other foreign language. You have good analytical skills and are a logical thinker and have the ability to find practical solutions to challenging tasks. You

have strong personal drive and a competitive spirit. You are result-orientated and are good at prioritising your tasks. You enjoy building and developing relationships and working in a dynamic team where the spirit of "everybody helps out" still pervades.

**Unique opportunity**

If you enjoy an international environment and have a flair for English language then this is the position for you. After an introductory period you can expect an independent position with the opportunity to use and broaden your skills as well as to develop a global network of contacts. You will be trained, not only on the job but also via attending external courses and conferences. You also have the opportunity to travel abroad.

At Sheltons we have a professional attitude and a flat and open organisation. The atmosphere is cooperative, congenial and positive.

**If this is a job for you**

Please send your application letter together with your CV to [MT@SheltonsGroup.com](mailto:MT@SheltonsGroup.com). The application letter must be in English.

If you wish to know more about the job please email us or call Ivan Zammit on +356 21 44 44 88 or visit our website [www.SheltonsGroup.com](http://www.SheltonsGroup.com).

The preferred start date would be as early as possible.

We look forward to hearing from you!