



Corporate Assistant
for an international firm

Sheltons Group, Malta

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

As a Corporate Assistant you would have responsibility for a portfolio of international clients. You would be responsible for a variety of corporate law and compliance matters and ensuring that all legal requirements are complied with as well as coordinating legal and tax compliance with in-house or external advisors.

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

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, London and soon Milan.

The Job

We are seeking a Corporate Assistant to manage an existing portfolio of already content international clients. After a brief induction period, and under the supervision of the Senior Managers, you would be responsible for client compliance and onboarding processes, formation and maintenance of Maltese entities, statutory filings, drafting of basic corporate documents and coordinating legal and tax compliance and advisory work in collaboration with in-house or external advisors, ensuring that all legal requirements are complied with and for delivering services in a timely and professional manner. Together with others in our legal team, your role would also include assisting our team of accountants with a variety of corporate and compliance matters as well as coordinating 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 to manage, support and motivate your own team.

Your profile

You have worked at least two years in commercial law, preferably with an accounting or law firm, corporate services firm or in a comparable role with an international company, preferably in Malta. 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. Experience in working in areas such as AML compliance or client onboarding would be considered an asset. 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. Knowledge of foreign languages such as Italian, Polish, German, French or Spanish would be an asset. 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.

Salary

We offer a very attractive salary package which includes amongst other things an annual salary between EUR 22,000 and EUR 26,000 depending on the person's experience.

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. The right person will have the prospect to become a Manager and possibly a partner in due course.

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. The application letter must be in English.

If you wish to know more about the job please email us or call Dr Adrian Vella or Mr Ivan Zammit on +356 21 44 44 88 or visit our website www.SheltonsGroup.com.

The preferred start date would be as early as possible.

We look forward to hearing from you!