

Corporate Manager - Legal



Sheltons Group, Malta

For our Malta office we are seeking a Corporate Manager to join our legal team; an ideal position for an individual who has a relevant education and is looking for new challenges in an international environment.

As a Corporate Manager - Legal you will play a pivotal role in providing comprehensive legal administrative support to our clients under the supervision and guidance of our in-house lawyer. Your role is crucial in ensuring the smooth functioning of our legal office.

The ideal candidate will be highly motivated, detail-oriented, and a proactive individual who excels at multitasking and can work both independently and as part of a team.

If you are ambitious, have drive and want to develop your career in an international team, you may be our new Corporate Manager - Legal.

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 and legal advisory, international tax training and corporate services with offices located in Copenhagen, Malta, Sydney, London and Milan.

The Job

After a brief induction you will be responsible for various legal and legal administrative task under the supervision and in collaboration with both inhouse and external lawyers. The tasks would include, amongst other things assisting with the incorporation of entities, assisting with the liquidation of entities, assisting with corporate reorganisations, liaising with external parties, including banks, liquidators and auditors, as well regulators including the Tax Authorities, Malta Business Registry and the Malta Financial Services Authority, where necessary, assisting with the applications of residencies for EU and Non- EU individuals, carrying out legal research as required and other ad-hoc duties that may be required from time to time.

Your profile

We are seeking a Corporate Manager - Legal who completed a relevant education, has over 6 years of experience in corporate or financial services and are looking to bolster their career in an international environment.

The successful candidate has excellent communication skills, both written and oral along with a professional demeanour and presentation. You are enthusiastic, motivated, well organised, and able to multi-task, work well under pressure and have a good eye for detail. You have a positive, can-do attitude with a dynamic approach and the ability to use own initiative. You have good knowledge of general office software such as Word,

Excel and Outlook. You enjoy building and developing relationships and working in a dynamic team where the spirit of "everybody helps out" still pervades.

Knowledge of other languages, other than English, is considered very favourably.

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 a challenging position with the opportunity to use and broaden your skills.

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 Nikita Mizzi on +356 21444488 or visit our website www.SheltonsMalta.com or www.SheltonsGroup.com.

The preferred start date would be as early as possible.

We look forward to hearing from you!