

Vacancy

On behalf of our client we seek to recruit high caliber individuals for the following position:

Administrator/Project Coordinator

Language skills:

English, French – speaking and writing, at professional level

Education:

Higher education. Legal or corporate secretary background is a plus.

Responsibilities:

- Coordinating board meetings, preparing information materials for the meetings, compiling minutes, keeping files
- Following up on the Board decisions, checking deadlines deliverables on issued orders and assignments
- Coordinating communication with subsidiaries, external consultants and other partners: Luxembourg, London, Paris, Moscow, St. Petersburg and other
- Business correspondence
- Translation of documents
- Coordinating document circulation between offices and counterparties
- Administrative support – office management, selecting service suppliers, coordinating relation facilitating meetings and conference calls

Experience: relevant to the outlined responsibilities

For application please refer to Xenia Iasonos at 25-206931 or send your CV at xenia@globalserve.com.cy