

Career Opportunity

Corporate Secretarial Administrator

(Dubai office)

Cockett Group, one of the world's largest value-added resellers and physical suppliers of marine fuels and petroleum products and services has recently announced an exciting opportunity for an experienced and proactive Corporate Secretarial Administrator to be based in our Dubai office.

Job Purpose:

To job is designed to provide administrative support to our corporate secretarial function and comply with all corporate governance requirements of the Group.

Responsibilities include:

- Assist in updating and maintaining the statutory records and corporate information for a number of group companies in various jurisdictions.
- Provide administrative support in areas like preparing documents, coordinating execution and submission to various local authorities
- Support the team and group with detailed and accurate administrative work
- Maintain comprehensive digital filing systems and various databases for all corporate secretarial documents and records
- Develop an in-depth understanding of legislation and regulation affecting companies and act on any changes

Skills/Qualifications:

- Graduate Degree / Background with Law or Business Administration
- Pragmatic and highly administrative and be able to work and learn quickly in a fast paced, fun and dynamic environment
- Strong communication and MS Office skills are key to succeed in the role, and you should be comfortable building relationships across the group on an international basis
- Possess excellent organisational and prioritisation skills with the ability to manage conflicting deadlines
- Understand governance and administration of corporate secretarial matters to maintain legal and regulatory requirements would be advantageous
- Prior experience working in a corporate secretarial or corporate administration department; however this is not essential.

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- International and challenging career

All interested applicants please forward your CV with a short covering letter and expected salary details and notice period to: humanresources@cockett.com