



Junior Assistant Corporate Administration

KENDRIS is an international advisory and fiduciary services firm for wealthy individuals, family offices, corporations and institutional clients. In our multicultural company, we employ around 180 experts from over 35 different nationalities.

Your task

- Record, monitor, and administer client mandates and corporate entities in internal KENDRIS information systems in line with KENDRIS processes and best practices.
- Provide support in the daily administrative tasks of companies and foundations.
- Support and implement registrations of companies and foundations.
- Administer the process of onboarding clients, including supporting the preparation of KYC documents.
- Assist with bank account opening and payment transactions including monitoring and filing documents.
- Effectively collaborate remotely and cross-culturally with internal teams in Switzerland and Cyprus.
- Co-ordination, administration of contracts and invoices of office service providers for the proper functioning and maintenance of a small office.
- Support the DIFC team in various adhoc tasks and projects.

Your profile

- 2-4 years' experience in Corporate Services and/or Private Clients/Wealth Management in the UAE.
- Some experience in the administration and/or incorporation of companies. Some knowledge about Foundation or Trust knowledge would be a plus.
- Language skills: Native level English speaking and writing ability. Arabic highly advantageous.
- Reliable, team player, detail-oriented, organized, and good at multi-tasking.
- Basic knowledge of reading trial balances and financial statements would be a plus.

Are you a suitable candidate for this job?

Then apply now!

Send your application to
kcsd.admin@kendris.com



Any questions? Contact

Julie Rouas
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