



## **Corporate Services Administrator**

We are currently seeking a motivated individual to join our growing professional team as a Corporate Services Administrator. The selected candidate will be responsible for:

- assisting clients with the incorporation and administration of companies
- conducting KYC and due diligence processes
- preparing corporate documentation for company formation and maintenance
- maintaining and developing relationships with clients and their advisers
- liaising with the Registry of Companies and other respective authorities
- ensuring compliance of client portfolio with applicable rules and regulations
- opening of bank accounts and managing communication with banks
- ensuring compliance of client portfolio with applicable rules and regulations and keeping client records updated as required.

Candidates should ideally have at least 2 years' experience in a similar role within the financial services industry. Possession of a related degree will be considered an asset. The chosen candidate will be someone proficient with Microsoft Office applications, has a strong command of both written and oral English and can work with minimal supervision.

Interested candidates are requested to send their CV, together with a covering letter, to [admin@wdm.com.mt](mailto:admin@wdm.com.mt)