

Senior Corporate Officer - Dubai

Oneworld MidEast Ltd is an established global business services provider affiliated with a leading European corporate services provider. We are looking for a high calibre individual to join our team in Dubai.

The successful candidate will be required to administer a portfolio of existing companies, advise existing and potential clients on the most appropriate set up in the UAE for their needs.

The Role

- responsible for dealing with the end to end process of set up and registration on local, Freezone and Offshore UAE companies, as well as knowledge of PRO processes and services
- Dealing with international clients who are interested to set up in the UAE
- Managing and monitoring client requests and reporting
- Business development

The Requirements

The successful candidate must have the ability to meet tight deadlines, be self-motivated and with proactive approach. The minimum qualifications are:

- University degree in Business, Finance/MBA, Law or related discipline
- At least 3 years experience in a similar position in the UAE, dealing with international clients
- Excellent knowledge of the English language
- Sound knowledge of processes in setting up local freezone and offshore companies in the UAE.

Benefits include medical insurance, annual leave and bonus scheme. Applications Interested applicants can send their CV to the attention of Ms Daria Ostapengo at DOstapengo@oneworldmideast.net.

All applications will be treated in strict confidence.

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