

Receptionist/Office Administrator

Location: Dubai, UAE

Freemont Group is a comprehensive provider of fiduciary services including corporate formation and administration, trust, fund formation, and legal services. Freemont Group was founded in Cyprus in 2001. Since 2006, we have relocated our headquarters in Dubai. We commit to take a personal and partnership approach to our clients' specific needs. Our aim is to assist our clients' companies to succeed throughout their entire business life cycle and enhance value to their stakeholders whilst providing a timely and effective service. We believe in our people and their ability to be proactive, innovative, and connected. Our people are high calibre professionals, carefully recruited and suitably trained.

Purpose

The purpose of this role is to ensure effective office administration, greet various parties, process documents for incorporation and renewals, and assist for accounting administrative functions.

Responsibilities

- Answer phone calls
- Receive incoming courier packages and prepare outgoing packages
- Fulfill Virtual Office services including phone calls and mailing
- Process daily outgoing mail using postage machine and retrieve incoming mail from post office including opening, stamping and sorting
- Greet all visitors by offering refreshments, inform the appropriate staff of their arrival
- Assist with catering for meetings
- Keep mailroom/kitchen tidy including loading and unloading coffee area dishwasher and making sure coffee is fresh for employees and guests
- Keep all company documents organized
- Create company profiles upon complete documents collection by consultant/account manager
- Keep all marketing material and stationary in order
- Manage bi-weekly office supply orders and maintain appropriate quantities in reception stock room
- Assist with administrative overflow and special projects from other departments as needed
- Informing our existing clients for the company renewal
- Process renewal applications

Requirements

We are looking for proactive, self-motivated enthusiastic professional with following qualifications:

- University degree in business school or social sciences
- Minimum of 2 year experience in similar position
- Fluent English. Additional language is an advantage. Preferable languages: French, Spanish, Dutch, Arabic, and Russian.
- Excellent communication and writing skills

Package

An attractive and competitive remuneration package will be offered to the successful candidates based on qualifications and experience.

Interested applicants can send their CVs to careers@freemontgroup.com

We thank all applicants, however, we will contact selected candidates and invite for the interview.