



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 processing of documents for incorporation and renewals.

Responsibilities

- ✓ Check due diligence documents for new incorporations and amendments
- ✓ Communicate constantly with the authorities (RAK ICC and Ajman Offshore/IBC)
- ✓ Prepare documents for new incorporation for RAK ICC and Ajman Offshore/IBC companies
- ✓ Process amendments to all RAK ICC and Ajman offshore/IBC companies
- ✓ Drafting of all documents related to new incorporations and amendments including board/shareholders resolutions, Power of Attorney, Amendments to the Memorandum and Articles of Association
- ✓ Process new incorporations to RAK ICC and Ajman authorities
- ✓ Keep complete database on offshore/IBC companies on the system
- ✓ Keep all company documents organized
- ✓ Prepare company profiles (including company documents and due diligence documents) for IBC consultant



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: Tagalog, Arabic, French, Spanish, Dutch, 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.