

Skills: This position requires good time management skills, well-developed interpersonal and organisational skills and an eye for detail. Fluency in Italian is essential whilst knowledge of the French Language will be considered an asset.

Experience: S/He must be knowledgeable and suitably qualified to work on the cutting edge of financial services, whilst previous experience would be considered an asset.

Duties: The chosen candidate will be typically involved in contract drafting and contract vetting, as well as dealing directly with clients from different countries. S/He will also work on a number of highly challenging projects requiring extensive use of your professional qualifications and problem solving skills. The selected person will support the legal function within the Legal and Corporate Services Department. Working in a team, the ideal candidate will be responsible for assisting in various duties including the preparation of statutory documents for client companies, resolutions and minutes of meetings and annual returns. S/He will also be expected to liaise effectively with local and international clients on a daily basis and will be expected to handle confidential information.

Thanks & Regards,

Karen Ferrante

RECRUITMENT COORDINATOR

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