



**Mandaris Group is an international trust and corporate services provider with Swiss roots and a growing presence in Malta. Established in 1933, we provide tailored solutions to private clients, entrepreneurs, and corporate groups, with a strong emphasis on professionalism, compliance, and long-term client relationships.**

**Our Malta office provides licensed trustee and corporate services, regulated by the Malta Financial Services Authority (MFSA). We work on a diverse portfolio of structures, including companies, trusts, foundations, securitisation and cross-border arrangements.**

**At Mandaris, we combine technical expertise with a practical, client-focused approach. We offer a collaborative and professional environment where team members gain exposure to international work, develop their expertise, and contribute meaningfully from an early stage.**

## Corporate Officer & Office Administrator

### **Role Overview**

We are seeking a capable and organised Corporate Officer & Office Administrator to join our Malta office. This is a hybrid role combining corporate administration with responsibility for the smooth day-to-day running of the office, within a regulated fiduciary environment. The role also includes ongoing coordination and administrative support to the Managing Director, particularly in relation to client matters, scheduling, and general organisational support.

### **Corporate Administration**

- Support the incorporation and ongoing administration of companies, trusts, foundations and other client structures.
- Prepare and submit statutory filings with the Malta Business Registry (MBR) and maintain corporate records in line with regulatory requirements.
- Assist with KYC/AML onboarding processes and due diligence documentation, ensuring all client and company records are complete, accurate and properly filed.
- Draft board minutes, resolutions, and general corporate documentation. Liaise with clients, banks, legal and tax advisors, and other service providers in an international context.
- Assist with banking matters including account openings, payment requests and general coordination with financial institutions.
- Support the Managing Director in client-related matters, including documentation, follow-ups, and coordination.

### **Office Management & Administration**

- Oversee the day-to-day operations of the office, including management of suppliers, facilities and IT coordination, ensuring efficient office functioning at all times.
- Coordinate meetings, schedules and internal logistics across the team, including for the Managing Director.
- Maintain organised filing systems (physical and electronic) for corporate and internal documentation. Support internal processes, reporting and general administrative functions.
- Support the onboarding of new employees (workstations, access, materials) and assist with the preparation of presentations and internal materials where required.

**Client & Office Coordination**

- Act as a point of contact for clients and visitors, ensuring a professional and welcoming environment. Handle incoming calls, correspondence and general enquiries.
- Manage meeting room scheduling and ensure readiness for client meetings. Coordinate post, courier services and general office logistics.
- Provide administrative support in the preparation of presentations, reports and internal materials.

**Your profile:**

A minimum of 2-4 years' experience in corporate services, administration or a similar role in Malta is required. Experience within a corporate service provider or regulated environment will be considered a strong asset.

Familiarity with Maltese company administration and basic AML/KYC frameworks is expected. Exposure to trusts, foundations, securitisations and international structures will be considered an asset.

Strong organisational skills with excellent attention to detail and the ability to manage multiple tasks and deadlines effectively. Proactive and able to work independently with a solution-oriented approach. Experience supporting senior management is considered an asset.

Fluent in English (both written and oral) is essential. Italian or Maltese is considered a strong advantage given the international client base.

A good working knowledge of MS Office applications (Word, Excel, Outlook) is required.

The ideal candidate is professional, discreet and reliable, with a strong client-focused mindset and the ability to interact confidently with colleagues, clients and external stakeholders at all levels.

**Personal Attributes:**

Highly organised with strong attention to detail and the ability to manage competing priorities calmly and effectively. Discreet and trustworthy when handling confidential information. Proactive, flexible and adaptable in a dynamic working environment. Professional and well-presented, with strong interpersonal skills and a genuine client-focused approach.

**What we offer:**

A varied position within an international corporate services group, with exposure to a wide range of client structures spanning companies, trusts, foundations, securitisations and cross-border arrangements. You will work closely with senior management and be part of a collaborative, professional team.

We place great importance on modern employment conditions and offer a competitive salary aligned with experience, a pleasant working atmosphere, and continuous training and internal development opportunities within corporate services.

**Reporting Line:**

This role reports directly to the Managing Director.

**Application**

To apply for this position, please send your CV and cover letter by e-mail to [jobs@mandaris.com](mailto:jobs@mandaris.com).