

Vasquez Consulting Ltd

Accountants - Auditors - Business Consultants

- Employment Vacancy -

Job title	Office Assistant
Reporting to	Director
Salary	TBA
Direct reports	
Other relationships/ Interactions	<ul style="list-style-type: none">• Members of staff• Government Departments• Client staff• Network/Third party staff
Position Purpose	<ul style="list-style-type: none">• Internal support functions• Support senior management
Key Responsibilities	<ul style="list-style-type: none">• Document & mail management & scanning• Preparation & maintenance of client files and KYC documentation• Statutory Compliance: Registration of client companies & employees with Government bodies & licensing applications• Office management• Collection/Delivery of documents• Assisting Directors with internal management matters• Personal assistant to the Directors• General office tasks as required
Business Experience/ Education/Skills requirements	<ul style="list-style-type: none">• Good organisational skills• Attention to detail• Good+ level of Microsoft Word & Excel• Languages: English & Spanish• Personable & friendly• Presentable• Energetic• Motivated• Punctual• Own transport, licensed & insured - Motorbike