

Corporate Administrator, Global Entity Services

Applications are invited by the Hong Kong office of Maples Fiduciary Services for the position of

Corporate Administrator, Global Entity Services

who will be responsible for assisting team members in administering Maples Fiduciary Services global entity services mandates.

The successful candidate's responsibilities will include monitoring central inboxes and responding appropriately to client inquiries; inputting and maintaining entity related data and documents according to client specific protocols; compiling reports using multiple systems and reviewing checklists for quality control. He/she may also be asked to perform other administrative tasks or be involved in ad hoc projects. He/she must have the ability to follow instructions, have an eye for detail and proactively look for opportunities to improve systems and processes to increase efficiencies.

The successful candidate must work well within a team environment and be committed to meeting team and client deadlines. Availability to work overtime at short notice and occasionally at weekends is also a requirement.

The successful candidate will be a university graduate who is eager to learn from industry experts. He/she must be able to quickly learn new software platforms and work alongside and take direction from colleagues and teammates located globally. Additional administrative, corporate or legal experience would be considered an asset. Knowledge of Microsoft Word, Excel, Powerpoint and Outlook are a must.

Excellent communication skills, both verbal and written (fluent written and oral English). Cantonese and/or Mandarin will be an asset.

We offer a supportive environment, structured on a team basis. Benefits include 3 weeks' vacation (prorated for part years), health insurance and pension plan. Our competitive remuneration package is based on qualifications and experience.

Qualified applicants should write, enclosing their CVs with current and expected salary, to careers.mea@maplesfs.com quoting reference: Hong Kong – Corporate Administrator – Global Entity Services. Only successful candidates will be contacted.

Maples Fiduciary is a market leader in the provision of specialised fiduciary, entity formation and management, insurance and administration services including independent directors, managing member, general partner and trustee services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.

Due to significant growth and expansion of our Hong Kong office, Maples Fiduciary Services is seeking highly motivated and talented individuals

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