

Corporate Administrator

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

Corporate Administrator

who will be responsible for assisting team members in administering MaplesFS entity services mandates.

This role is ideal for an organized, detail oriented individual with ability to manage multiple tasks with accuracy and efficiency.

The successful candidate's responsibilities will include interacting with our top tier clients and their respective portfolios to ensure all entity management tasks are performed in adherence with protocols.

The successful candidate must work well within a team environment and be committed to meeting team and client deadlines. He/she must be willing and able to take on administrative tasks necessary to deliver excellent service to our clients and proactively look for opportunities to improve systems and processes to increase efficiencies.

The successful candidate will have a College Diploma or equivalent, preferably with a business or technical concentration. Advanced knowledge of Microsoft Word, Excel, Powerpoint and Outlook are a must.

The ability and commitment to learn new software platforms and skills will be essential for the successful candidate.

We offer a supportive environment, structured on a team basis. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to careers.usca@maplesfs.com quoting reference: Delaware – Corporate Administrator.

Only successful candidates will be contacted.

Maples Fiduciary is a market leader in the provision of specialized 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.