

Administrator – Fiduciary Services

Applications are invited by the Dublin office of MaplesFS for the new position of

Administrator – Fiduciary Services

who will be providing general administrative support to the Directorship Services team within the Structured Finance department.

The Administrator will be responsible for providing general administrative support including the printing, filing, photocopying and scanning of documentation; compilation and organisation of client files, including the maintenance of internal databases; assisting with the opening and ongoing maintenance of bank accounts, including the preparation of banking instructions; assisting with the preparation and tracking of invoices including communicating with clients; coordinating third party legal and notary services, including communication with the Department for Foreign Affairs; registering companies for CT and VAT online via ROS organising signatures of documents and any further ad hoc requirement as instructed by the Directorship Services team.

The successful candidate will demonstrate a strong ability to complete tasks in accordance with guidelines/instructions, he/she will be proficient in all MSOffice and Microsoft applications; must be able to work on his/her own initiative as well as part of a team; he/she will have excellent organisational and planning skills, with strong attention to detail; and excellent communication skills, both written and oral and be able to deal with different people at different levels within the organisation and outside the organisation (i.e. clients).

The successful candidate will preferably have a Third level degree and 2 years' previous administration experience, ideally gained within a financial services environment.

We offer a supportive environment, structured on a team basis. We offer competitive benefits and salary will be commensurate with experience.

Qualified applicants should write, enclosing their CVs, to careers.eu@maplesfs.com quoting reference: Dublin – Administrator.

We thank all candidates for applying; however, only candidates selected for an interview 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.