

## Senior Trust Administrator

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

### Senior Trust Administrator

Who will join a fast-growing team in Hong Kong, under the supervision of a Vice President, will be responsible for the management and administration of a varied portfolio of trust structures.

In this role, the successful candidate will supervise junior administrators in client onboarding, file opening, maintaining accurate client records, maintaining and organising trust documents and preparing marketing materials. He/she will be responsible for the daily administration of a high volume of trust structures; maintaining accurate documentation; liaising with clients, internal trustees and lawyers, external lawyers and accountants; ensuring compliance with company policy; as well as training junior trust administrators.

The successful candidate will have extensive experience in the administration of trusts and a minimum of 6 years' relevant experience with a bank trustee or an independent trust company. STEP qualification is preferred. The successful candidate will be required to work on his/her own initiative, have excellent organisation and planning skills, be methodical, with strong attention to detail and the ability to deliver on tight timescales. Excellent communication skills as well as both verbal and written English are required. Mandarin is preferred.

We offer a supportive environment, structured on a team basis. Benefits include 4 weeks'

vacation (pro-rated 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, to [careers.mea@maplesfs.com](mailto:careers.mea@maplesfs.com) quoting reference: Senior Trust Administrator. 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.