

Assistant Vice President – Board Support Services

Applications are invited by the Hong Kong office of MaplesFS for the position of

Assistant Vice President – Board Support Services

who, as a member of the Board Support Services Group, will be responsible for organising and attending board meetings, preparing board packs and meeting materials and drafting minutes of board, committee and shareholder meetings for a portfolio of investment funds, holding companies and structured finance vehicles. Duties will include drafting meeting minutes within specified deadlines, proactive client delivery, coaching junior staff, deputising for the Vice President / Team Leader and assisting in the development of the group. The successful candidate will be required to draft detailed minutes of board, committee and shareholder meetings to a meticulous standard and ensure that all matters arising from such meetings are identified and clearly documented.

Excellent command of the English language is an essential requirement for the role. The successful candidate will need to understand legal and financial concepts and have a good working knowledge of the investment funds industry.

The successful candidate must be able to work independently and within a team, thrive at multi-tasking, be highly adaptable and have strong problem solving, communication and analytical skills.

The successful candidate will have a relevant degree from a reputable institution and/or have received or be working towards a chartered company secretary qualification or have at least 5 years' experience in a similar role. Competence in written and spoken Mandarin would also be

advantageous. The interview process will include a test to assess writing skills.

We offer a supportive environment structured on a team basis. Benefits include paid vacation, health insurance and pension plan. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs to careers@maplesfs.com quoting reference: Hong Kong – AVP – Board Support Services (Minute Taker).

Only successful candidates will be contacted.

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