

Corporate Administrative Assistant

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

Corporate Administrative Assistant

Who under the supervision of the Vice President will be responsible for the administration and management of a varied portfolio of clients where Maples Fiduciary Services is providing registered agent services to Cayman and BVI companies.

In this role, the successful candidate will assist the Vice President to perform designated registered agent services to client companies domiciled in different jurisdictions. He/she will maintain statutory books and records and databases in a systematic and efficient way. In addition, he/she will prepare forms, minutes, resolutions and correspondence and attend to government filings.

The successful candidate is preferably to have 1 year's relevant company secretarial experience in handling BVI and Cayman registered agent matters. We may also consider those with no experience, but who are interested in this field.

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, Cantonese and Mandarin are required.

The successful candidate will have the ability to work under pressure, handling a high volume of

companies on a regular basis. He/she should be flexible and willing to learn, a good team player and self-motivated with a strong sense of responsibility.

We offer a supportive environment, structured on a team basis. Benefits include 3 weeks vacation (pro-rated for part years), health insurance and pension plan. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to careers.mea@maplesfs.com quoting reference: Corporate Administrative Assistant.

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.

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