

Senior Administrator – UCC Specialist

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

Senior Administrator – UCC Specialist

who will be responsible for interacting with our top tier clients to ensure accurate UCC and lien searches are completed and returned in a timely manner.

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.

This role is ideal for an organized, detail oriented individual with the ability to manage high volume projects with accuracy and efficiency.

The successful candidate will have a College Diploma and 3-5 years' experience in the Delaware Registered Agent industry, specifically related to the UCC services. Advanced knowledge of Microsoft Word, Excel 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 – Senior Administrator – UCC Specialist.

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.

maplesfs.com