

Company Secretary – Senior Administrator – Investment Funds

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

Company Secretary - Senior Administrator – Investment Funds

who, under the supervision of a senior team member, will be responsible for assisting with the administration and management of a portfolio of clients where company secretarial services are provided.

The successful candidate will be expected to act as a main point of contact for client companies, their boards of directors and liaise with lawyers. He/she will coordinate, schedule and attend Board, Committee and Shareholder meetings, draft agendas, minutes and resolutions.

The successful candidate will coordinate all statutory and regulatory filings, maintain statutory books and records, coordinate document execution, and act as a channel of communication for clients and directors on all matters of company law and corporate governance.

The successful candidate will be required to work on his/her own initiative, demonstrate excellent organisational skills, be methodical, with strong attention to detail, have the ability to deliver on tight timescales and have excellent written and verbal communication skills.

The successful candidate must have a Third level qualification in a related field, and a minimum of 2-3 years relevant work experience ideally in an investment funds company secretarial role.

This position would also be suitable to those working within the investment funds industry seeking to commence their career within the investment funds company secretarial sector.

A corporate secretarial qualification from the ICSA is preferable for this position, but is not a prerequisite.

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. Salary and benefits will be commensurate with qualifications and experience.

Qualified applicants should write, enclosing their CVs, via e-mail to careers.eu@maplesfs.com quoting reference: Dublin–Senior Administrator–Co Sec.

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.