

## Paralegal - Global Entity Services

Applications are invited by the Montreal office of Maples Fund Services for the position of

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who will be responsible for assisting team members in managing and administering MaplesFS global entity services mandates.

The successful candidate's responsibilities will include monitoring central inboxes and responding appropriately to client inquiries; maintaining entity related data by reviewing legal documents, including bylaws, agreements, charters and resolutions, for various entity types from various jurisdictions, including Cayman, Delaware, Luxembourg, Singapore, Australia, Ireland and England and Wales. Experience reviewing complex organizational charts and managing the formation process in multiple jurisdictions is a requirement.

The successful candidate must be responsive and adaptable to changing needs of both clients and the business. He/she must be able to prioritise and balance a heavy workload and work well under pressure to meet deadlines. Attention to detail, strong technical and communication skills are essential.

The successful candidate will have a legal degree or paralegal qualification and have at least 3+ years relevant experience, preferably in a corporate secretarial or entity management role with in a legal or professional services firm with a private equity focus.

Strong knowledge of Microsoft Excel, Word and Outlook are a must, as well as strong experience maintaining information and registers in an entity management system.

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](mailto:careers.usca@maplesfs.com) quoting reference: Montreal - Paralegal - Global Entity Services.

Only successful candidates will be contacted.

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