

## Administrator – Transfer Agency Services

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

### Administrator – Transfer Agency Services

who, under the supervision of Supervisor, will be responsible for assisting with investor services and relationship management of fund accounting and registrar and transfer agency clients.

The successful candidate will also be responsible for processing investor transactions and NAV's, and distributing contract notes and statements to investors in accordance with company policies and procedures.

He/she will respond to shareholder queries promptly and accurately and with a high degree of professionalism.

The ideal candidate will also be expected to review and approve investor AML utilizing certain exemptions.

Part of the role will include liaising with investment managers for issue resolution. The Senior Administrator will also be expected to assist in the training of junior administrators within the team.

He/she will have a solid academic background, together with a minimum of 1-3 years relevant experience in registrar and transfer agency.

The successful candidate will have direct experience of industry recognized share registrar and transfer agency software systems, processing subscriptions, redemptions, share transfers and dividend payments.

A sound knowledge of Microsoft applications, excellent time management, organizational and prioritisation skills is also essential, while both verbal and written English is needed.

We offer a supportive environment, structured on a team basis. Benefits include 4 weeks vacation (pro-rated for part years) and health insurance.

Qualified applicants should send their CVs to Maples Fund Services (Middle East) Limited by email [careers.mea@maplesfs.com](mailto:careers.mea@maplesfs.com) quoting reference: Dubai – Administrator – Transfer Agency.

Only successful candidates will be contacted.

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