

Administrator – Registrar and Transfer Agency Services

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

Administrator – Registrar and Transfer Agency Services

Who will be responsible for assisting in the provision of share registrar and transfer agency services. The successful candidate will have direct experience of industry recognised share registrar and transfer agency software systems, processing subscriptions, redemptions, share transfers and dividend payments. He/She will also have direct experience with series of shares processing and equalization methodology, intermediary and dealer commission and trailer fees, multiple front and back end load and fee structures, Cayman Islands confidentiality, anti-money laundering requirements and relevant regulatory requirements.

The successful candidate will have a sound academic background together with a minimum of 1 - 3 years relevant experience in registrar and transfer agency services. We also welcome graduates who are interested in this field. Candidates who possess experience in performing KYC is an asset.

The successful candidate will have a sound working knowledge of all Microsoft applications. The successful candidate will have excellent time management, organisational and prioritisation skills plus excellent communication skills, both verbal and written (fluent written and oral English). Language ability in Mandarin would be an asset. The role may require liaison with investors, placement agents, investment managers and other transaction parties throughout Asia, Europe and North America.

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. Our competitive remuneration package is based on qualifications and experience.

Qualified applicants should send their CVs to Maples Fund Services (Asia) Limited by email careers.mea@maplesfs.com quoting reference: Administrator - RTA. Only successful candidates will be contacted.

Maples Fund Services is a leading independent provider of accounting, middle office, risk reporting and administration to onshore and offshore hedge funds, fund of funds, private equity, family offices, real estate funds and managed account platform services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.

Due to significant growth and expansion of our Hong Kong office, Maples Fund Services is seeking highly motivated and talented individuals.