

Administrator – Registrar and Transfer Agency (RTA)

Applications are invited by the Cayman Islands office of MaplesFS for the position of

Administrator – RTA

The RTA Administrator will be responsible for assisting in the provision of share registrar and transfer agency services. The successful candidate will assist the investor services team members with administrative tasks including scanning, faxing, saving documents, preparing and printing KYC and Swift confirmations and other tasks.

He/she will be responsible for setting up investors and related parties, entering orders for subscriptions, redemptions, share transfers, dividend payments and NAVs.

The successful applicant will have an excellent knowledge of Microsoft Windows applications and the ability to use initiative and work well under pressure to meet deadlines. Overtime at short notice, including at weekends, may be required. This post requires attention to detail, professionalism and excellent

organizational and communication skills.

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: Montreal – Administrator – RTA.

Only successful candidates will be contacted.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.