

## Corporate Assistant

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

### Corporate Assistant

who will be responsible for providing secretarial and administrative support to senior staff in connection with the day-to-day administrative duties. The candidate will be responsible for new client account opening and updating of client databases; filing correspondence, documents, etc., into relevant electronic or physical client files; assisting in the invoicing process; consolidating the monthly fee accrual data by the deadline; and running monthly MIS and KPI reporting. The candidate will be required to provide secretarial support to senior management and marketing team; arrange foreign currency, transportation and accommodation for business travel; prepare expense claims; back up for telephone line and take messages; organise business lunches/dinners, client meetings; maintain an inventory of promotion materials; and arrange logistics for marketing/client events.

The successful candidate will be highly skilled, with at least 3 years prior secretarial or administrative experience in a professional office environment. Previous experience in corporate administration or relevant legal secretarial skills or financial services environment would be an asset. Applicant must have an excellent knowledge of excel

and Microsoft applications.

This post requires attention to detail, professionalism and good organisational and communication skills, both oral and written English. Language ability in Putonghua would be an advantage.

The successful candidate must be able to take own initiative and work well under pressure to meet deadlines.

We offer a supportive environment structured on a team basis. Benefits include 15 days vacation (prorated for part years), health insurance and pension plan. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to [careers.mea@maplesfs.com](mailto:careers.mea@maplesfs.com) quoting reference: Hong Kong – Corporate Assistant. Only successful candidates will be contacted.

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