



Ogier is one of the world's leading providers of offshore legal and fiduciary services. The group employs over 840 professional and support staff and operates in various jurisdictions around the world.

Through our network of offices we advise our clients on all aspects of BVI, Cayman, Guernsey and Jersey law plus associated fiduciary services. Our global network of offices means that we are able to cover all time zones and key financial markets.

Corporate and finance law and associated fiduciary services form the core of our business, principally in the areas of banking, corporate and commercial, investment funds, private client, real estate investment, and structured finance. At the same time Ogier is a full-service firm, with strong practices in the areas of employee benefits, employment law, litigation and property.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice.

Values

Ogier is on a growth path. There is an essence about Ogier that defines us and makes us different from other firms. Our Values support our vision to be the best offshore integrated legal and fiduciary services provider by guiding us in the way we deal with clients and colleagues.

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| TEAMWORK | We work together and support each other |
| RESPECT | We treat others as we want to be treated ourselves |
| QUALITY | We are all about the delivery of excellence in everything that we do |
| COMMITMENT | We do whatever it takes to make things happen |
| INTEGRITY | We act fairly and honestly in all that we do |

Hong Kong

The Ogier team in Hong Kong provide our Asian based clients with the best possible advice on all aspects of British Virgin Islands and Cayman Islands law including investment funds, fund related financial products, private equity, banking, structured finance and corporate transactions.

Job Description	
Job Title:	Administrator
Jurisdiction:	Hong Kong
Department:	Ogier Fiduciary Services
Closing Date:	30 December 2011 (Applications will be progressed as received)

Purpose of Job

Responsible for the administration of a portfolio of companies. Ensure that the affairs of the clients are managed in accordance with the Law and the standard of client services set by the firm, in liaison with the relevant Partner.

Give technical advice and support to Assistant Administrator and clerical staff.

Key Responsibilities

- Administer a varied portfolio of companies, in accordance with the firm's Procedures Manual, relevant laws and regulations.
- Handle Hong Kong and offshore (BVI, Cayman, Jersey and Guernsey) company incorporations and ongoing requests from clients.
- Prepare resolutions for companies and statutory returns.
- Ensure that all client requests / correspondence are dealt with in a prompt and efficient manner.
- Complete client take-on documentation prior to commencing administration and liaise with relevant contact on hand-over of new clients.
- Prepare fee notes for clients and assist in collecting outstanding fees from clients.
- Assist in invoicing process for Cayman and BVI entities.
- Ensure that companies are administered in accordance with the relevant laws and the internal procedures of the group.
- Ensure that clients' statutory records and the statutory database/register are up to date.
- Liaise with the relevant regulators as required.
- Manage and maintain client relationships.

Competencies

- Minimum of 4-6 years company secretarial experience, ideally in an offshore firm.
- **Proficiency in both written and spoken English and Mandarin**
- Associate member of the ICSA/ HKICS
- Experience with foreign professional services organisations
- Excellent interpersonal and relationship management skills
- Superior organisational skills, with a disciplined approach to documentation
- Detail-oriented, hardworking, initiative and enjoy team-work