

Job Description

Job title: Corporate Administrator

Location: Ogier Global

Jurisdiction: Cayman

Corporate Administrator

Are you able to multi task? Do you have a high level of attention to detail? Do you like interacting with clients? Do you want to work in a fun yet professional and very busy team?

Key Responsibilities

- The formation and ongoing administration of a portfolio of Cayman entities, including Trusts, Partnerships, Limited Liability Companies and Segregated Portfolio Companies;
- Preparation of minutes, resolutions and correspondence, coordinating of the timely execution of documentation, attending to statutory filings in accordance with applicable deadlines, maintaining statutory records;
- Production and circulation of invoices, fee collection and chasing debtors;
- Pro-actively take on additional responsibilities and administration tasks as required by your manager or clients;
- Absolute devotion to data integrity with attention to detail in all activity, with particular focus on utilizing the systems to their maximum potential to drive efficiency and client service;
- Support an 'Ogier Best Way' ethos across the team through rigorous process analysis to drive alignment and consistency;
- Contribute towards the business as a whole in identifying process improvements, improvements in policies and procedures and any other service innovation changes that would improve the client experience;
- Ensure compliance with all applicable laws, regulations and internal policies and procedures, including those related to the prevention of anti-money laundering and terrorist Financing and reporting of suspicious activity or transactions, client due diligence and record keeping.

Competencies

- 3-5 years' relevant experience in the finance industry preferred.
- Ideally working towards or holding a professional qualification such as ICSA.
- Excellent written and verbal communication skills.
- Working knowledge of the MS Office package (Outlook, Word, Excel, Power Point). Good knowledge of Viewpoint.
- Good understanding of the applicable statutory laws and other related legal and regulatory requirements, including anti-money laundering regulations.
- Responsive and client focused with strong organisational skills and attention to detail. Ability to deal with tasks independently and use own initiative.
- Must be committed and driven to achieving excellence for themselves, their clients and their team.

Salaries in the range of US\$50,000- US\$70,000 per annum. Ogier offers an excellent benefits package, including premium health care and 20 days' vacation. To apply for this role please send your CV to Caymanlegalrecruitment@ogier.com

Caymanians and legal residents need only apply. Closing date December 14, 2018.