



Assistant Manager / Manager – Fiduciary Services

The Assistant Manager / Manager – Fiduciary Services is an experienced professional of 3-5 years who will provide corporate secretarial assistance for an assigned portfolio of companies and supervise a team of existing corporate secretarial executives.

Job Description:

1. Responsible for handling client corporate secretarial matters, including the incorporation of Companies, registration of foreign branches/representative offices, and providing advice to clients on corporate secretarial matters.
2. Overall responsibility for the establishment and day-to-day administration of a portfolio of clients comprising a mixture of companies registered in various jurisdictions (Hong Kong, BVI, Brunei etc.)
3. Managing the statutory, banking, legal and fiduciary obligations that arise for each client.
4. Verification of due diligence documents held to ensure adherence to specific and general compliance policies
5. Assist clients in completion and submission of relevant bank account opening documentation
6. Work with assistants on post-activation and post-incorporation follow-up
7. Draft and review resolutions and related documents for various transactions
8. Handle collections/receivables from clients.
9. Supervising a team of 2-3 junior staff
10. Handling client queries

Requirements:

1. ACIS, ICSA graduate, Degree/Diploma in Law or currently pursuing ICSA
2. Min. 3 - 5 years experience in Corporate Secretarial practice preferred
3. Staff management experience is an added advantage
4. Team player with good interpersonal skills
5. Able to work under pressure and tight deadlines
6. Knowledge of secretarial requirements for offshore jurisdictions (e.g. the BVI, Cayman Islands, Samoa,) preferred
7. Good client relationship handling skills
8. Experience working with high net worth individuals
9. Creative, independent and self-motivated
10. Strong oral & written command of English (good command of Mandarin is an added advantage)

Interested applicants, please write in to our HR Department at hr@heritagetg.com.
(Indicate Assistant Manager / Manager – Fiduciary Services as the subject)

www.heritagetg.com

- April 2011 -

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