

Corporate Administrator – International

September 2020

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking a talented professional to join our thriving Dubai office. Client-focused and service-oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

We are seeking an experienced company administrator in our Dubai office. Applicants must have a successful track record with sophisticated administration of portfolio companies and trusts that are incorporated in financial centers outside the United Arab Emirates. The successful candidate must possess superior presentation and communication skills, and be an effective team player. The successful candidate will be a member of our international team handling the international business of Trident's Dubai office, with opportunities for career advancement within the Trident Trust Group.

Required Qualification & Experience

- A minimum of five years of corporate administration experience with an international trust company, family office, corporate service provider or accounting firm dealing directly with end user clients and responsibility for the maintenance and development of that relationship
- A legal or accounting degree and experience
- STEP or company secretary qualifications preferred
- Good knowledge of incorporation of companies in different jurisdictions and various post-incorporation tasks such as attestations, issuance of registry certificates, filing of changes in directorships and shareholding, account opening, etc.
- Ability to draft company and trust resolutions and documents
- Experience with applying AML principles
- Competent understanding of trust and company law
- In-depth knowledge of the BVI Companies Act

Key Skills

- Passionate individual committed to delivering their best in a very fast-paced and demanding work environment
- Ability to adopt and adapt to working in predetermined systems and processes to maximize efficiencies
- Good self-organization and ability to operate disciplined four-eyes procedures

- Comfortable with deadlines, budgets and targets
- Common sense and good use of initiative
- Good English communication skills, both verbal and written
- Keen attention to detail
- Conscientious, positive outlook towards work and other staff
- Software skills must include Word, Excel, Outlook, and Salesforce

Duties

- Overall responsibility for and relationship management of the day-to-day administration of a complex portfolio of clients comprised of different types of companies in various jurisdictions, but mainly in the British Virgin Islands
- Managing all aspects of a designated portfolio, including all correspondence, and banking and statutory obligations that arise for each client
- Client on-boarding process that includes KYC documentation and verification
- Monitoring ongoing compliance procedures and controls for existing clients
- Administrative tasks including drafting of resolutions, handling changes in directors and shareholders, attestations and legalisations, issuance of registry certificates, bank account openings, annual reviews and other required annual statutory filings
- Assisting other members of the team with all aspects of day-to-day administration of a defined portfolio of trusts and companies, as required
- Liaison with Trident Trust Group offices in relation to incorporation of companies and various post-incorporation tasks

Compensation

An attractive compensation package is available and will be based upon the successful candidate's relevant experience and overall suitability for the position.

How to Apply

Your letter of application, which will be treated in strict confidence, should include a complete C.V. and clearly outline the skills and attributes you would bring to this role, your availability and salary expectations. Applications should be sent by email to kvitug@tridenttrust.com.

If you wish to discuss the position before submitting an application, please call Kristine Vitug at +971 4 423 9988.