



WE ARE RECRUITING! SENIOR ADMINISTRATOR

The candidate's duties and responsibilities will include, although not restricted to, the following:

- Manage a portfolio of client companies, ensure its day to day administration works and that they are compliant with the laws and all internal requirement;
- Company formation/Fund set up;
- Arranging for board meetings and preparing minutes;
- Liaising with Authorities namely ROC/FSC/MRA etc;
- Perform due diligence for client companies and regular file reviews;
- Attend all emails, client instructions, audit queries including internal company requirements/ ad-hoc work;
- Coach and review the work of junior staff members.

Qualification, experience and skills required:

- University degree (Management/Finance/Law) and/or studying for a professional qualification;
- Minimum 3-4 years working experience in the global business sector. Previous experience in management companies would be an advantage;
- Good communication skills;
- Well versed in written English;
- Proficient in Microsoft Office (Word, Excel, Outlook);
- Flexible & able to work under pressure;
- Ability to delegate with good leadership and monitoring skills;
- Team oriented with a good time management and interpersonal skills.

Visit our website: www.intercontinentaltrust.com

Apply [here](#)

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