

CORPORATE ADMINISTRATOR

JOB IDENTIFICATION	
Job Title:	Corporate Administrator
Department:	Fiduciary

THE ROLE

Purpose:

Under the guidance of a Senior Manager and the Directors, manage a portfolio of high-profile clients by providing quality corporate administration services to a wide variety of local and international entities.

Principal Duties and Responsibilities

- Maintenance and administration of a portfolio of corporate clients in accordance with company policy, and the statutory and regulatory requirements set out by the applicable legislation and governing instruments
- Maintaining corporate transactions and managing board processes, including preparation of agendas, minute taking, drafting resolutions, following up clients and maintaining statutory documents
- Ensure that annual company, business, filing and license fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities
- Assist with day-to-day responsibilities, which will include statutory and regulatory compliance, business workflows in ViewPoint, Integra
- submissions, preparation and filing of documents with the ROC, the BMA and BSX
- Maintain the Register of Members, Register of Directors and Officers and Minute book for each Company under administration
- Complete time recording on a daily basis for posting to the accounting records for each Company
- Assisting the team with all requests and liaison with tax, accounting, legal advisors, investment advisors and banks

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- Meet business and client deadlines and take on administrative tasks necessary to deliver service excellence to our clients and proactively look for opportunities to improve systems and processes to increase efficiencies
 - Proactively take on and support additional responsibilities and administration tasks as required by Management and our clients

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- A minimum of 3 years' experience in Corporate Administration working for a Corporate Services Provider in a similar capacity.
 - Relevant degree in Finance, Law, Management or Financial-related subject or equivalent. ICSA or STEP qualified or equivalent.
 - Must have proven client relationship and portfolio management experience, including relevant Board experience, and the taking and drafting of detailed minutes
 - Must have working knowledge of AML/CTF regulations, and FATCA and CRS requirements
 - Strong written and verbal communication skills
 - Excellent organizational and time management skills
 - Ability to work well within a team and using own initiative
 - Proficiency using Microsoft Office products, specifically Word and Excel
 - Knowledge of or previous experience using Viewpoint would be an asset
 - Willing to work from 3pm noon to midnight Mauritian time.
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