

FIDUCIARY AND CORPORATE SERVICES SENIOR EXECUTIVE

We are currently looking to employ a full-time Fiduciary & Corporate Services Senior Executive to join our team of professionals.

Basis: Full time

Duties

- Assisting with the take-on of new clients including administrative support in respect of due diligence conducted as part of client take-on procedures
- Being clients' main contact for matters arising on a day-to-day basis
- Preparation of minutes for various matters throughout the lifecycle of client entities
- Project management of the statutory filings of our client base including liaison with officials from the MFSA, and other governmental departments as necessary
- Processing of the settlement of operating expenses

Qualifications and Skills

- Holder of either the MCAST Diploma in Banking and Financial Services or a University Degree in a related subject
- A thorough understanding of company secretaryship including statutory record keeping, and the compliance obligations impacting upon the administration area, with a minimum of 3 years' experience in a similar role
- Organisational and project management skills and the ability to meet deadlines
- Excellent written and oral communication skills, a 'can-do' attitude, and the ability to establish positive relationships with clients and work colleagues
- Proficiency in the use of I.T. - Good communication skills, both written and spoken

Benefits

- Excellent career growth opportunities working with a multi-jurisdictional player in the financial services sector
- Attractive remuneration packages commensurate with experience as well as training and development opportunities

Applications

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications to the Corporate & Fiduciary Services Manager at the following address:

Trident Trust Company (Malta) Ltd
The Cornerstone Complex, Level 3, Suite 3
16th September Square
Mosta MST 1180, Malta

Alternatively you may send your C.V. to mlzammit@tridenttrust.com