

Job purpose and overall objective

Providing support to Senior Manager and for a portfolio of companies

Main responsibilities and duties

- Responsibility for a full spectrum of corporate secretarial work for a portfolio of companies comprising a mixture of onshore and offshore companies registered in various jurisdictions
- Responsibility for the verification of KYC and due diligence documents of clients to ensure adherence to group policies
- Managing overall revenue and a healthy accounts receivable record of the portfolio
- Supporting the senior manager
- Acting as an authorised signatory for some clients
- Supporting the senior manager in guiding, coaching and supporting the team members to deliver and maintain high levels of service and work standards
- Providing on-the-job training and support to other team members
- Any other ad hoc work

Essential experience and qualifications

- Hold ICSA qualification or equivalent
- A minimum of 4 years relevant experience
- Previous experience in managing people
- Strong command of English (both verbal and written)

Desirable experience and qualifications

- Proficiency in Mandarin

Personal attributes

- Strong organisational skills
- Professional and positive

- Excellent customer service / people skills
- Good time management
- Diligent with attention to detail
- Eager for new knowledge
- A 'can do' attitude and willingness to go the extra mile when required
- Strong skills in networking and building relations
- Driven and determined to succeed
- Team player but able to work on own initiative
- Clear communicator