

Senior Executive – Fiduciary Services

SINGAPORE

Due to continued expansion across the group, we are recruiting for a Senior Executive – Fiduciary Services in our Singapore office.

Job purpose and overall objective

Providing support to Senior Manager and for a portfolio of companies.

Main responsibilities and duties

- Supporting the senior manager and a portfolio of companies
- Responsibility for a full spectrum of corporate secretarial clients
- Verifying client KYC and due diligence documents of clients
- Ensuring overall revenue and a healthy accounts receivable record for clients
- Providing secretarial and administrative support to the team

Essential experience and qualifications

- Possess a Business Diploma
- A minimum of two years' office experience
- Strong verbal and written command of English

Desirable experience and qualifications

- Experience in corporate secretarial or administrative duties would be an added advantage.
- Previous experience of corporate secretarial, accounting or legal services
- Proficiency in Mandarin

Personal attributes

- Candidates studying for a SAICSA Executive Diploma in Corporate Administration (EDCA) are welcome to apply
- Driven and determined to succeed
- Team player and able to work on own initiative
- Professional and positive
- Good time management
- Diligent, with attention to detail
- Clear communicator
- Eager for new knowledge
- Adaptable and creative
- A 'can do' attitude and willingness to go the extra mile when required
- Strong skills in networking, building relations and customer service