Manager - Fiduciary Services

SINGAPORE

**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