



Fiduciary Services Executive

On behalf of our client, a leading international law firm, we are seeking a motivated individual to join a busy, dynamic, and professional team as a Fiduciary Services Executive. This role will be responsible for the administration of portfolio of companies, partnerships and trusts, working closely with internal and external clients.

Duties & Responsibilities:

- Responsible for client on-boarding, KYC requests, application for GIIN's and completion of US tax forms
- Preparing for execution and distribution of corporate documents with government agencies
- To interpret board and shareholder resolutions and agreements and update the corporate records accordingly
- Maintaining and organizing Cayman and Onshore transaction documents in iManage
- Inputting relevant transaction data into relevant systems
- Filing and saving correspondence and documents into relevant electronic or physical client files
- Preparing transaction structure charts
- Assisting with the invoicing process and collection of receivables
- Assist with the completion of pre and post-closing checklists
- Assist with projects and reporting
- Assist with the training and supervising of junior staff
- File set-up/close-out of files
- Handling any other administrative tasks/ad-hoc projects as directed by the Senior Vice President/Vice President/Assistant Vice President

Minimum Qualifications, Skills & Experience:

- The individual must hold a minimum of an Associate's degree or equivalent with a minimum of four years' relevant experience or equivalent combination of education and experience
- Individual must be professional with a strong desire to consistently strive for excellence, taking pride in carrying out their responsibilities efficiently with impeccable execution
- Proactively looks for opportunities to recommend improvements to systems and processes
- Be a self-starter with the ability to work productively in a team
- Highly organized and detail oriented
- Strong administrative skills with well-developed critical thinking skills
- Ability to multi-task in a fast-paced environment
- Attention to detail with the ability to meet strict deadlines
- Ability to work productively in a team
- Possess excellent interpersonal skills
- Energized by a continuous learning environment
- Ability to foster a spirit of teamwork among the administration team that allows for the sharing of ideas, unity and cohesiveness
- The ability to keep confidential all documents, materials and other information

Salary: USD \$85,000 per annum

To apply please send your résumé to caymanjobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.