



Corporate Administration Manager

On behalf of our client, we are looking to hire a motivated **Corporate Administration Manager** to lead our Corporate Administration team in the Cayman Islands. This is an exciting opportunity to join a dynamic, collaborative environment and play a key role in the delivery of high-quality client services across a portfolio of companies, limited partnerships, and other entities affiliated with the company and its associated businesses.

Duties & Responsibilities:

- Lead, mentor, and support the Corporate Administration team to ensure strong performance, professional growth, and exceptional client service.
- Manage team workflows to meet deadlines and maintain service excellence.
- Provide regular management reporting, including KPIs, resourcing needs, and risk indicators.
- Oversee preparation and submission of formation documents to the Registrar.
- Liaise with the Registrar and CIMA on complex regulatory and administrative matters.
- Ensure statutory records and corporate documentation are accurate and up to date, in compliance with internal policies and regulatory requirements.
- Support attorneys with the preparation of corporate documents, correspondence, and invoices.
- Maintain communication with clients, intermediaries, and internal operations teams.
- Identify and implement process improvements to increase efficiency and consistency.
- Contribute to the development of internal policies, procedures, and training materials.

Minimum Qualifications, Skills & Experience:

- Minimum of 8 years' experience in a client-facing corporate services role, including 2–3 years in a supervisory or managerial capacity.
- Bachelor's degree in a relevant field and/or a professional corporate governance qualification (e.g. CGI, ICSA) preferred.
- Strong understanding of the Cayman Islands regulatory framework and corporate services best practices.
- Proficiency in CAP, CORIS, REEFS, and ViewPoint is essential.
- Advanced knowledge of Microsoft Office tools.
- Excellent leadership, communication, and client relationship management skills.
- Ability to manage multiple priorities and meet competing deadlines.

Salary: US\$140,000 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.