

Corporate Services Executive

September 2021

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. Client focused and service orientated, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The corporate services executive will support and report to the manager and/or senior manager of corporate services ("line manager") in the administration of a portfolio of both Singapore and offshore companies, and through this will learn to administer portfolios of Singapore and offshore companies.

Key Responsibilities and Duties

- Participate in and assist the line manager in the administration of client entities (including incorporation, activation, maintenance and termination) with integrity and at a high level of professional competence
- Responsible for the overall administration of any assigned portfolio of client entities, including, but not limited to, achieving high standards of corporate governance, fiduciary integrity and statutory compliance, and maintaining up-to-date records; this also includes preparation of the relevant corporate documents in compliance with statutory requirements as well as liaising and filing with the respective statutory boards
- Meet chargeable time requirements
- Liaise and correspond with clients and third parties
- Draft and send emails, or assist with drafting emails from the line manager
- Send fee invoices and statements of accounts, and collect fees
- Ensure client entity records are up to date, both the ViewPoint system and the physical files, by conducting random and annual reviews; ensure completeness and integrity of the portfolio of entities under one's purview or one's line manager's purview
- Meet Trident Singapore's regulatory requirements, including, but not limited to, risk assessments, ongoing monitoring and ongoing customer due diligence
- Liaise with all internal departments as well as with group offices as necessary in the administration of client entities
- Observe and comply with Trident Singapore's internal policies and procedures

- Highlight to the line manager any potential issues within one's portfolio or elsewhere
- Assist other managers and members of the corporate services team as needed
- As required, participate and demonstrate competency in trainings and tests provided by Trident Singapore
- Assist with training and helping guide assistants and officers

Skills and Competencies

- Minimum three (3) years of working experience in similar capacity
- University and/or polytechnic graduates (preferably with ICSA qualification and/or paralegal experience)
- Organised and meticulous with good business sense
- Efficient, resourceful and able to take ownership of jobs assigned and work independently
- Good command of English (written and spoken)
- Cheerful disposition and team player

Compensation

Competitive compensation will be offered based on the successful candidate's relevant experience and overall suitability for the position.

How to Apply

Applications should include a complete resume and will be treated in the strictest of confidence. Applications should be submitted by email to singapore@tridenttrust.com.