

Job Title Administrator – Corporate Services

Job Summary

The role assists the Company Manager and Team in the delivery of professional and skilled company secretarial services to a large portfolio of the firm's client companies based in Gibraltar and/or in international locations across the world.

Main Duties and Responsibilities

Responsibilities and tasks include, but are not limited to, the core areas described below:

- Assist the Company Manager and Team to manage the administration of client structures on a daily basis and gain the opportunity to develop, practise and gain experience in company management.
- Ensure procedures, standards and protocols are adhered to and uphold sound working practices to the satisfaction of key internal and external stakeholder/regulators, compliance and auditors.
- Under the supervision of the Company Manager and/or senior colleagues liaise with clients and intermediaries on a daily basis and develop and maintain good client relation skills, gaining clients' confidence and that of other professionals.
- Work and behave in a professional manner. Diligently undertake duties assigned and delegated by the Company Manager and/or senior colleagues and follow all reasonable instructions.
- Keep confidential any information obtained concerning the Firm, its clients and their business.
- Ensure the fair charging of time spent on a daily basis.
- Attend regular meetings with the Company Manager and other members of the team as necessary to discuss matters relating to the portfolio
- Contribute to business and team objectives through active involvement in projects
- Undertake any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This job description is provided only as a guide to assist the employee in the performance of their job. The Firm is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an exhaustive, inflexible or finite list of tasks and may be varied from time to time in the light of changing circumstances after discussion with the postholder.

Person Specification

The ideal candidate for the role will demonstrate the following:

- Sound intellectual skills evidenced by a strong academic background to graduate level or equivalent combination of education, training and experience.
- Experience of working in a client/customer facing role.
- Knowledge of MS Office suite - Excel and Outlook essential.
- Ambition, drive, energy and the desire to learn and grow professionally
- Takes personal responsibility for their own development
- Able to successfully form, build, develop and maintain positive and effective working relationships with people from a wide range of personal and professional backgrounds
- Excellent written, verbal, and face to face communication skills
- Demonstrates excellent organisational, time, project and diary management skills and the proven ability to balance competing and often conflicting demands for resources in order to achieve objectives without sacrificing quality and accuracy.
- Client orientated with the ability to handle highly confidential information and maintain high levels of confidentiality and discretion at all times.
- Excellent attention to detail and accuracy.
- Committed to the delivery of the highest levels of customer service.
- Able to work successfully as part of a team.