



Mandaris is a trust and consultancy company active on a national and international level. As a licensed trustee and corporate service provider the Mandaris entities are subject to the supervision of the Malta Financial Services Authority (MFSA). The Mandaris group of companies offers a wide range of services to its clients since 1933. Our four divisions consist of Legal and Tax Advice, Fiduciary and Accounting Services, Trustee Services and Company Administration, as well as Securitisation. We develop innovative solutions for the individual needs of our customers, focusing on the anticipation of long-term developments and their consideration at an early implementation stage.

## Business Administration and Corporate Services Manager (full time)

As a central asset team member, you will report directly to the Managing Director and provide support with the daily management of our internal business administration, the administration of trusts, foundations and securitisation. As Company Secretary you will be responsible for the efficient administration of the group companies and our clients, ensuring compliance with statutory and regulatory requirements are met and implemented. In addition, you will establish and maintain contact with banks, government offices, lawyers, notaries and service providers. You will also prepare presentations, evaluations and handle smaller projects independently.

### **Your area of responsibility as Business Administration and Corporate Services Manager:**

- Overall support in the operational activities and overview of office organisation, inclusive in human resources and financials;
- Assistance in the management of group companies;
- Incorporation, management and termination of Trusts, Foundation and Companies;
- Assistance in the establishment, management and termination of Securitisation vehicles;
- Organise Board Meetings, AGMs and management meetings and take minutes of the same.

### **As the ideal candidate, you will have the following qualifications:**

- Diploma or higher operational management or another business/ financial services related area;
- STEP Diploma (or equivalent) would be an added value;
- Trained in company law and administration, experience and knowledge in trust and foundation law, as well as securitisation would be a plus;
- Experience in a similar position with a strong background in the role as Company Secretary;
- Excellent communicational skills and a confident and cultivated appearance;
- Trustworthy, credible and influential individual;
- Fluent in English, any other language is a plus.



**Your perspectives:**

We offer a diversified position in an international environment, placing great importance on modern employment conditions, and we work in a pleasant atmosphere, providing continuous training as well as internal development opportunities.

**To apply for this position, please send your CV and cover letter by e-mail to Ms Michèle Döring via [michele.doering@mandaris.com](mailto:michele.doering@mandaris.com).**