

JOB DESCRIPTION

Job Title | Senior Executive / Executive, Trust Services
Location | Hong Kong

About ZEDRA

ZEDRA is an international provider of Corporate & Global Expansion, Active Wealth, Pensions & Incentives and Fund Solutions.

Our experienced teams deliver tailored high-quality solutions to our clients who include high net worth individuals and families seeking diversified active wealth solutions as well as medium to large sized companies, pension funds and trustees, asset managers and their investors. Our full range of services is designed to protect the real value of our clients' assets and our entrepreneurial outlook supports businesses in unlocking their ambitions for growth and expansion, no matter how complex their challenges might be.

At ZEDRA, we embrace an entrepreneurial spirit where employees are encouraged to see beyond their determined role and participate in a wide range of opportunities. We focus on providing a wide range of technical and practical support to all employees at every level. ZEDRA recognises the need to develop and expand an employee's skill-set and encourages career growth, as well as supports a social culture too, with a local social event programme across each office that celebrates the companies' inclusive culture.

We believe in doing more so that our clients can. Do More. Achieve More.

Purpose of the Role

A position as a member of the Trust Services Department promoting the highest level of customer services , including:-

- | Preparation and production of pitch books, meeting packs and proposals to support business development initiatives for the trust department;
- | Set up and onboarding of new clients; document fulfilment for KYC, onboarding, opening of bank accounts, preparation of closing binders;
- | Trust administration including preparation of trust documents;
- | Maintenance of files for clients structures;
- | Maintain and update client data, coordinate client billing and collection including preparation of invoices;
- | Ensure compliance with ZEDRA policies and procedures.

Qualification and Experience

Professional and Technical Experience

- PowerPoint , Excel, English and Chinese word processing skills essential
- Legal, tax or corporate secretarial background preferred
- Relevant experience in trust / corporate services industry preferred but fresh graduate may also be considered
- Familiarity with Navision system would be preferred

Personal Attributes

- Attention to details
- Proactive and takes initiatives by adopting the ZEDRA business culture, values and behaviours
- Has good interpersonal skills with the ability to evoke trust and openness in clients, colleagues and intermediaries
- High level of self motivation and discipline

Language Skills

- Strong written and verbal communication skills are critical requirement of the position. Excellent English, Putonghua and written English and Chinese skills essential