

## Trust and Corporate Officer

You will join a growing team of international trust and corporate specialists who provides services to international clients and administer trusts, foundations and companies in on- and offshore jurisdictions worldwide.

### Job Responsibilities

You must have a friendly, professional and outgoing personality and will be responsible for a designated portfolio of trusts and corporate client mandates. The main tasks are:

- Maintenance and administration of trusts structures, foundation and companies (including set up, formation, liquidation/termination) and private client mandates
- Handling a full set of Company Secretarial duties for local and international clients
- Compliance duties and due diligence work
- Liaise with banks, intermediaries, third parties and the Swiss front Office
- Drafting of legal documents and preparation of resolutions
- Participate in ad hoc projects

### Job Requirements

- A minimum of 4-5 years experience within the trust or corporate service field with a relevant qualification (i.e. STEP, ICSA, HKICS or equivalent)
- A person with responsibility for handling sensitive and confidential materials, preferably from a bank, law firm, international accounting/audit firm and/or family office environment
- Must be trustworthy and reliable with long term commitment
- Must be able to work independently and complete assignments efficiently
- A strong sense of scheduling and prioritization
- Outstanding people skills
- Good command of verbal and written communication skills in English and Chinese
- Very good working knowledge of MS Excel, MS Word, MS PowerPoint, and other software knowledge is preferred

### We offer

- Five-day work week with attractive working time
- Medical insurance
- Discretionary bonus
- Double pay
- 15 days annual leave
- Convenient office location

Interested candidates possessing the requirements noted above may submit a resume and covering letter with expected salary to the attention of the COO, Ms. Joey Yee ([jy@alyco.asia](mailto:jy@alyco.asia)) referencing "Trust and Corporate Officer" in the subject line.