

# TRUSTMOORE

Would you like to have a challenging international career where your skills are of great contribution to clients? Would you like to work at one of the finest financial services companies based in Malta?

Then you are the **CORPORATE ADMINISTRATOR** we are looking for!

In this role the Corporate Administrator (CA) has a client-facing position reporting directly to the Senior Legal Manager and working closely with the Financial Account Managers. The Corporate Administrator will be responsible for managing all activities concerning a diverse client portfolio and oversee a wide range of corporate and legal responsibilities for a rapidly growing portfolio of client companies. The CA is expected to continuously develop both personally as well as professionally and deliver added value to the legal discipline within Trustmoore and contribute to the further growth of our office. Other responsibilities are:

- Client communication on a daily basis and handling various requests in a timely manner;
- Where possible, reviewing and drafting of legal documents;
- Involved in complete setup process of companies, from prospect phase until incorporation, registering at local authorities, opening of bank accounts etc. Focus of clients would be on gaming-related matters;
- Attendance and participation at client meetings, either on or off site. This may occasionally require international travel;
- Coordination external advisers,
- Keep track of new legal and fiscal developments and anticipate changes in legislation and translate this into business opportunities;
- Ensuring that statutory deadlines are met.

## Where will you be working?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game.

You will be working in one of the most beautiful areas of Malta. Our office is located in the heart of Sliema, easily accessible with public and private transport. You will receive a competitive salary, holiday allowance, 27 vacation days per calendar year, private health insurance, parking facilities, and international career opportunities in our other offices.

You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular social events with your colleagues;
- Our annual ski trip;
- Interaction with more than 20 international colleagues in Malta and more than 170 colleagues worldwide;
- Daily fresh fruit and weekly team lunches.

## How do you fit in the team?

As a Corporate Administrator, you need to manage ad-hoc activities, next to your extensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on, flexible and independent work mentality and be able to deal with stress and deadlines. A helicopter view is required, since you are responsible for all corporate and the legal matters of your client portfolio. You are proactive know what you are capable of, possess good communication skills and not afraid of asking questions

Other relevant qualifications for this profile:

- Experience within Maltese Corporate Law will be considered an asset;
- Minimum of 2-3 years relevant professional experience in a corporate service provider setup or company law background;
- To be self-motivated and able to work both independently and as part of a team;
- Experience with gaming and gaming-related industries will be considered an asset;
- Fluent in English (both orally and in writing);
- Personal credibility, integrity and high moral standards;
- To be result oriented, responsible, highly meticulous and detail oriented;
- Work experience in the fiduciary/corporate services sector is deemed as an advantage.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please contact Stefan Sluijter, by email [hr.mlt@trustmoore.com](mailto:hr.mlt@trustmoore.com)

## About us

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals. The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We're in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance. We are proud of that and we call it being professional in a non-corporate way. Do you want to learn more about us? Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.