



## **The Gibro Group**

### **Vacancy: Junior Company Administrator**

**Established in 1975, The Gibro Group provides individuals and companies with professional and bespoke trust, corporate, legal, private client and family office services.**

**Its distinctive group of companies share the same commitment to excellence, and its range of services has developed to meet the diverse demands of global business.**

**We are currently looking to expand our Corporate Services team and are looking for an organised, experienced Junior Company Administrator. You will be accountable to the Corporate Department's Line Manager and ultimately to the Head of Fiduciary and the Directors of the firm.**

**Salary is competitive. The responsibilities of this position include:**

- Assisting Senior Administrators in the administration of client portfolios;
- Attending to basic client queries and to requests from Senior Administrators;
- Undertaking company file reviews and assisting with AML/Compliance risk assessments;
- Attending to statutory filing of documents;
- Drafting board resolutions/minutes;
- Company billing;
- Updating information related to Companies in Viewpoint;
- Maintaining records of daily time spent on time billing modules;
- Liaising with Banks and other financial institutions on day to day administration of Company portfolios;
- Any ad-hoc tasks and duties as instructed by the Directors of the firm's licensed companies;
- General upkeep of files, both paper and electronic versions, to include filing and storing documentation in Document Manager;
- General office administration

**Apply by attaching a current CV and covering letter to [lbonfante@gibro.com](mailto:lbonfante@gibro.com) no later than 31 January 2022.**