

JOB SPECIFICATION

Job Title:	Trust & Corporate Administrator
Company	Legis Corporate Services Limited
Location:	Guernsey
Reporting to:	Trust & Corporate Manager/Associate Director
Roles Reporting to this Position:	Not applicable
Legis Group	Legis has been providing multi-jurisdictional corporate and trust structures and supporting administrative services, to institutional and private clients for over 30 years. The Legis Group companies carry on operations from the independent jurisdiction of Guernsey, Channel Islands, including administration of client entities registered in other jurisdictions.
Position Summary:	To assist senior members of the team in the administration of a portfolio of Trust & Company clients by completing all assigned tasks and processes, operating within Legis' controls and procedures by assisting team members where required.
Specific Duties	<ul style="list-style-type: none"> • Communicate effectively and concisely with other team members • Maintain a courteous, positive and professional manner with both external and internal customers/colleagues at all times. • Become familiar with team's existing allocated client portfolio • Ensure quality day to day service for team's client portfolio • Pro-actively work with internal individuals and groups to ensure timely delivery of client data or query resolution. • Gain a basic understanding of trust and company regulatory requirements

	<ul style="list-style-type: none"> • Become familiar with and adhere to Legis’ internal practices and procedures • Have an awareness of chargeable time and manage own time effectively • Accurately construct written communications – letters, emails, minutes • Take responsibility for self development • Work on agreed training requirements and performance goals to ensure on-going development • Consult and escalate issues and exceptions to senior team members to alleviate problems or risks
Other Requirements	<ul style="list-style-type: none"> • The incumbent will ideally have: • Demonstrated commitment to a career in trust and company administration, • A willingness to learn new skills • Strong written and verbal communication skills • The ability to use MS Word, Excel and Outlook • A commitment to providing quality client service • Good team skills and be flexible to change and the needs of the business • Be detail orientated and analytical • The capability to work in a deadline/volume driven environment whilst maintaining accuracy and focus • The ability to drive and execute tasks • The ability to prioritise work and focus on the most urgent and important task. • Skill in planning and monitoring workload including self management in order to meet deadlines • A proven academic record
Signing Powers:	None

Legis Corporate Services Limited, as the lead licensee of numerous assorted Legis Group companies, is authorised under the Protection of Investors (Bailiwick of Guernsey) Law, 1987 as amended to carry out various restricted activities.

The post holder is required to ensure to the best of his or her ability that the duties and obligations imposed by virtue of such authorisations are discharged effectively at all times.

Signed: **Date:**