

The CITCO Group is an organization of financial service companies with offices throughout the world. Citco provides corporate, fiduciary, fund administration and banking services.

Citco Trustees (Cayman) Limited is now accepting applications for the following position:

Corporate Administrator

The position involves includes responsibility for the administration and secretarial functions of a large portfolio of companies

The successful candidate must have the following: -

- Professionally qualified as a chartered secretary
- At least 3 years relevant work experience
- Experience in attending meetings, and taking and drafting of minutes
- Be conversant with IT systems and possess excellent communication skills
- Ability to work under pressure and meet tight deadlines

Please apply in writing including a detailed resume to:

Citco Trustees (Cayman) Limited
Attention: Managing Director
P.O. Box 31106
Grand Cayman KY1-1205
Cayman Islands
Email: RThomas@citco.com