

**CITCO**

*Corporate & Trust*

**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 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

Salary package including housing allowance will be in the region of US\$85,000. Citco offers excellent prospects for further career growth with the Citco Group of Companies.

**Please apply in writing including a detailed resume to:**

**Citco Trustees (Cayman) Limited**

Managing Director

P.O. Box 31106

Grand Cayman KY1-1205

Cayman Islands

Email: [RThomas@citco.com](mailto:RThomas@citco.com)