



## Job Description – Fiduciary Director Trainee (“the FDT”) – within MaplesFS Luxembourg S.A. (“MFX”)

### Reporting Lines

The Fiduciary Director Trainee, within MFX, reports directly to the Supervisor of her/his Fiduciary Director’s team and indirectly to the Supervisor of the Fiduciary Directors’ Department and/or the Head of Fiduciary Services.

### Roles and Responsibilities

The FDT’s primary focus is to assist in the good corporate administration needed during the life cycle of a company from incorporation to liquidation. As such, the FDT assist the Fiduciary Director team members in undertaking all administrative and secretarial tasks related to the day-to-day management of the client companies. This includes but is not limited to:

- coordinating the printing, the execution, the scanning and the proper filing (electronically and physically) of any document;
- together with the Director Vice-President, the Director Assistant Vice-President , the Corporate Administrator and the Corporate Assistant , the FDT assist in setting up the files, organising the documentation for the compliance file and legal files;
- collecting and dispatching incoming and outgoing mails (documents, mails, faxes, DHL...) to the relevant persons of his/her Fiduciary Director’s team;
- preparing correspondence for clients by drafting letter(s), putting /them in correct and professional standing;
- taking up phone calls in case of absence/occupation of the relevant persons of his/her Fiduciary Director’s team, taking messages and doing follow-up if required;
- making photocopies, filing incoming documents and taking care of the stationery; and
- whenever necessary or required, the FDT assist in taking care of the appropriate maintenance and update of any MFX internal database.

## Core Role

- Set up of files

He/she together with the members of his/her Fiduciary Director's team, assist in the set up the files, creation Interaction/Primacy and physical files, and in the organisation of the documentation for the compliance and legal files.

He/she assist in saving all documents related to clients companies electronically and physically in a proper manner and ensures that original documents are kept properly at the registered office.

- Mails and Correspondence

He/she assist in the collection and distribution of all incoming and outgoing mails. This includes as well the preparation of courier, mails, DHL,

He/she assists in drafting any correspondence related to clients and pays particular attention to grammar in a proper and professional format.

- Phone

He/she may take up phone calls in case of absence/occupation of the relevant persons of his/her Fiduciary Director's team, takes messages and does follow-up when required.

- Other administrative/secretarial tasks

He/she develops effective working relations with any members of his/her Fiduciary Director's team and responds promptly and professionally to any requests. This includes undertaking all faxing, scanning, copying and any other routine administrative tasks.

He/she assist in organising signature of documents by managers and/or external parties and for the executed version to be filed both electronically and physically.

The FDT assists in setting up conference calls, circulates calendar invites with dial in details, books meeting room for board meetings and ensures meeting room is set up properly with WIFI, coffee, water and lunch (if required).

The FDT assists the Corporate Secretarial Team with the preparation of board packs (including copying and binding).

He/she records the time spent for his/her client in the system on a properly manner and according to MFX rules.

- Risk Management

- Acting in accordance with legal, regulatory and internal risk management requirements, including complying with Group policies and procedures; and
- reporting any issues to the relevant member of MFX.

- Training and Development
  - demonstrating a commitment to acquiring new capabilities, constantly striving to improve performance;
  - proactively seeking out and taking advantage of on job training and coaching proposed during the internship..
  
- MaplesFS' Services and values
  - Understanding the business and being knowledgeable of its services; and
  - living the Firm values.
  
- Confidentiality
  - Exercise professional discretion and observing client confidentiality.
  
- Other
  - Ad-hoc projects, including reporting, as may be required.
  
- Education

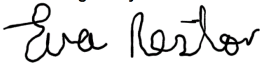
Completing Legal, Business Administration, Finance, Economics or any relevant qualification

Languages

- Fluent in English but any other additional languages being an advantage.

**Major contacts**

<b>Internal</b>	<b>Frequency</b>	<b>Result</b>
Fiduciary Directors colleagues	Frequent	No backlogs; companies under management in good legal standing; quality control; client satisfaction, strong team work
Corporate Secretarial Department	As required	No backlogs; companies under management in good legal standing; quality control; client satisfaction, strong team work
<b>External</b>	<b>Frequency</b>	<b>Result</b>
Clients and intermediaries	As required	Strong satisfaction of the clients.
Advisors/intermediaries	Upon request	Sparring partner
Administrations	Upon request	All companies under management in good standing
Banks	Upon request	Delivery of third party services not rendered by firm

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12/9/2022