

<https://www.3ecpa.com.sg/job/trust-and-resident-secretarial-manager/>

## Trust and Resident Secretarial Manager – Accounting Firm

### Description

3E Accounting Singapore is currently looking to appoint a Trust and Resident Secretarial Manager to join their company secretarial team in Singapore office.

3E Accounting Pte Ltd aims to be the leading corporate service provider and top accounting firm in Singapore providing One-Stop Solution services for our clients.

[3E Accounting Pte Ltd](#), Singapore is the global headquarters of [3E Accounting International](#), an International Accounting network with a global presence in more than 70 countries worldwide.

### Our Mission

To offer the Three Es: efficiency, effectiveness and economy, all part of our One-Stop Solution services for our clients.

### Our Vision

The World's leading corporate service provider, offering services beyond excellence.

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to [info@3ecpa.com.sg](mailto:info@3ecpa.com.sg)

Please state your current and expected salary and include in the CV a digital photo of yourself.

### Job Responsibilities

- To take charge on application of trust license with MAS
- To setup, maintain and handle portfolios for fiduciary business
- Maximize revenue of the department through high quality client relationship management
- Liaise with and advise clients on all statutory matters
- Advise, prepare necessary documents, file with ACRA and other statutory bodies, and maintain statutory records on all matters related to fiduciary business
- Liaise with statutory bodies, banks, and other third-party business partners, as required
- Supervise and assign work to junior staff
- Streamline all workflow processes within your department to ensure prompt and professional service
- Responsible for compliance including maintaining clients KYC records
- Perform other ad-hoc duties as assigned

### Requirements

- Candidate must be a qualified STEP practitioner with more than 3 years of relevant working experience
- Good understanding of related regulatory policies

### Hiring organization

3E Accounting Pte Ltd

### Employment Type

Full Time

### Industry

Accounting Firm

### Job Location

51 Goldhill Plaza #07-10/11,  
308900, Novena, Central,  
Singapore

### Working Hours

Mon – Fri: 9:00 to 18:00

### Base Salary

S\$ 5500 - S\$ 8000

### Date posted

November 4, 2019

### Valid through

November 30, 2019

- Proven experience of working in a similar environment
- Strong customer service skills especially working with international clients
- Strong team leader and team player that demonstrates maturity, perseverance and commercial sense
- Ability to organize and prioritize work with minimum supervision
- Able to work independently and under stress
- A can-do attitude that takes initiative and thrives in a start-up environment
- Strong interpersonal skills and excellent communication skills in English
- Ability to pay attention to detail, work to tight deadlines and multi task
- Ability to manage diverse teams
- Should be looking for a long term career prospect