







# Person Specification

## Senior Company Administrator





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### Experience & requirements

#### Essential

-  Previous experience of working at a high standard for a Corporate Service Provider, with the expertise to comply with the Company's regulatory environment.
-  Communication and organisational skills, and proven track record of working independently to achieve deadlines.
-  A proactive and resilient approach to work.
-  A team player who always demonstrates a good sense of humour.
-  Previous experience of working with Government bodies, banks, lawyers, and UHNWIs.
-  A willingness to undertake further training and continual personal development.

#### Desirable

-  An understanding of business aviation and yachting.
-  An understanding of the VAT system.
-  A second language would be an advantage.
-  Experience of working with customers in a hospitality or retail setting.

