



Job Description

Job title: Administrator

Department: Structured Finance, Ogier Global

Jurisdiction: Hong Kong

About Us

Ogier is based in 9 jurisdictions and provides legal advice on BVI, Cayman, Guernsey, Jersey and Luxembourg law. Our network of locations also includes Hong Kong, Shanghai and Tokyo. Our new corporate administration service line, Ogier Global, will support our legal offering in key jurisdictions and in particular our corporate & commercial, capital markets and investment funds practice areas. We have the knowledge and expertise to handle the most demanding and complex transactions and provide expert, efficient and cost-effective services to all our clients. Our commercial understanding and experience of working with leading financial institutions, professional advisers and regulatory bodies enable us to add real value to our clients' businesses.

Purpose of the Role

The role will support Ogier Global's structured finance team in administering structured finance mandates.

Key Responsibilities

- Undertake project coordination
- Handle P&I, waterfall calculation
- Handle governance monitoring
- Handle funds flow and reconciliation
- Assist with any ad hoc requests as required
- Deliver agreed standards of client service and monitoring performance on a regular basis
- Build and maintain strong relationships with clients and intermediaries, including lawyers, auditors, tax advisors, bankers, investment managers, custodians and other transaction parties
- Support Ogier's 'One Best Way' ethos across the team through rigorous process analysis to drive alignment and consistency
- Ensure understanding by the team and compliance with all applicable laws, regulations and internal policies and procedures

Competencies

- 1 to 2 years' experience in handling P&I, waterfall calculation as well as project coordination
- Excellent academic background and practical experience, supported by a relevant professional qualification
- Excellent written and verbal communication skills. Fluent in both Mandarin and English
- Commitment to high standards of client service based on understanding needs and delivering solutions
- Excellent management and influencing skills. A role model and team player
- Strong attention to detail. Must be committed and driven to achieving excellence for themselves, their client and their team.

Ogier actively supports the professional development of individuals who are in the pursuit of excellence in their field. If you have the determination to work hard and put in extra hours as and

when is necessary to get the job done, then this is a fantastic opportunity for you to develop your career in an exciting, fast growing and rewarding environment.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com