

**Position:** Manager [Corporate Secretarial and Administration]  
**Company:** Singapore Trust Company  
**Location:** Singapore

### **Company Summary**

Singapore Trust Company was incorporated in 1996 and provides a comprehensive range of trustee and corporate management services to both international private and corporate clients. In 2006, it became the first trust company in Singapore to be licensed under The Trust Companies Act and continues to be regulated by the Monetary Authority of Singapore.

### **Job Responsibilities**

The incumbent will assume responsibility for the corporate secretarial and daily administration of a portfolio of Singapore and offshore companies primarily engaged in the shipping and energy sectors.

### **Job Requirements**

- Degree and a member of Institute of Chartered Secretaries and Administrators
- Minimum of 5 years of experience in handling complex corporate structures
- Must be able to develop strong relationships with clients and their advisors
- Teamwork, accuracy and the ability to meet tight deadlines

### **Application**

To apply, please submit your detailed resume (with your latest photo) to the **Managing Director of Singapore Trust Company** at [iamspecial@sgtrustco.com](mailto:iamspecial@sgtrustco.com).

**Address:** **Managing Director**  
**Singapore Trust Company Pte. Ltd.**  
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