

APPLEBY

Appleby is a leading provider of offshore legal, fiduciary and administration services across multiple key offshore and onshore jurisdictions. Our reputation for top quality work consistently attracts an elite client base of blue-chip companies and high net worth individuals.

Viewpoint Training & Development Officer

The ideal candidate will be a Corporate Administrator, who has an in-depth knowledge of ViewPoint, enjoys sharing their knowledge and assisting others, is interested in workflow and programme development and working with management and others to develop solutions for ongoing management of data integrity.

This dynamic role includes, but is not limited to, providing training and ongoing helpdesk support to corporate and trust administrators within the Cayman, and nine other offices throughout the Appleby Group utilising ViewPoint software, as well as training key team members to "super-user" level with a view to providing backup support.

Demonstrated strong interpersonal, oral and written communication skills are essential as the development of written training material encompassing the correct and efficient use of the Viewpoint software while following relevant policies and procedures and the development of a comprehensive corporate administration training program forms an integral part of the role. This is a challenging position in a demanding environment where the candidate will be a member of the core team responsible for the ongoing design and development of ViewPoint, as well as special projects including an upgrade from Version 5.0 to 6.2. Applicants must show evidence of excellent organisational skills and computer expertise.

The successful candidate must be able to work on their own initiative with minimal supervision. Day-to-day activities will include developing, programming and maintaining precedent documents and management reports within ViewPoint, as well as developing, maintaining and delivering the supporting training program and other related duties as required.

Bahrain
Bermuda
BVI

Cayman
Hong Kong
Isle of Man

Jersey
London
Mauritius

Seychelles
Zurich

Knowledge, Skills and Experience Required:

- A minimum of three years Corporate Administration experience, preferably in a law firm, or a professional services firm
- Proficiency in ViewPoint software, both in usage forms coding
- Proficiency in the use of Microsoft Office suite of applications
- Excellent interpersonal, listening, oral and written communication skills
- Tertiary education would be advantageous
- Willingness to work overtime at short notice
- Willingness to travel overseas as required

Remuneration will be commensurate with experience and will be in the range of US\$65,000-US\$75,000 per annum plus benefits.

THE RIGHT PEOPLE. THE RIGHT PLACES. THE RIGHT CHOICE.

Please apply online by registering in the Careers section of our website at www.applebyglobal.com before 29 January 2010.

Alternatively, apply in writing to:
Attention: Human Resources Manager
Appleby
Clifton House
75 Fort Street
PO Box 190
Grand Cayman KY1-1104
Cayman Islands

