



Job Description: Administration & Corporate Services Assistant

Job Purpose

Managing Partners Capital Limited is the UK subsidiary of MPL, an international multi-disciplined fund management group.

Due to the expansion of the Corporate Services the team an additional role has been created. The Administration & Corporate Services Assistant role is to provide administrative support the Office Manager, the Corporate Services Team and Directors of the group with diary management and to provide clear channels of communication with all internal and external business and stakeholder relationships.

The role is primarily administrative however all staff are encouraged to utilise their respective skills and abilities in other areas of company's activity to further their own career development. This position will involve working as a member of the Operations & Corporate Services Team based in mainland Europe.

Key Responsibilities

1) Administration & Secretarial Support

Correspondence

- Writing email and letter responses to enquires where agreed with tact and sensitivity
- Dealing effectively with a range of telephones enquires

Diary management

- Arrange and confirm appointments as requested
- Ensure that diary and meeting changes are circulated

Meeting support

- Attend internal/external meetings where requested
- Take minutes where requested
- Make travel arrangements, supply maps, ensure travel time between appointments
- Circulate necessary papers in advance where requested
- Provide refreshments & meet and host guest
- Book rooms / venues for meetings
- Arrange regular meetings: team meetings, review meetings to ensure open communication within the UK, and from the UK office to the MPL Group

Managing Partners Capital Limited

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2) Corporate Services Support

- Assist with organisation of Board meetings
- Assist with the production, collation and circulation of associated documentation
- The taking and production of meeting minutes to a high standard
- Ensure high quality and continuous improvement in service delivery
- Proof reading of documents and company literature
- Assist with the production and preparation of Investment Fund documentation
- Communicate competently with external counterparts
- Arrange for the execution of documents
- Assist to ensure that websites are compliant
- Assist with the review of promotional material
- Assist with the opening of corporate, banking and trading accounts
- Assist to ensure that corporate records are maintained accurately
- Assist with statutory filings
- Assist with the distribution of shareholder correspondence
- Assist with the formation of structures

Person Specification

Abilities

- A very good eye for detail with a systematic approach to work
- Previous experience of working in a busy office environment
- Previous Corporate Services experience would be advantageous
- Understanding of corporate governance
- Understanding of compliance
- Understanding of Investment Fund structures
- Able to work under pressure
- Self-motivated
- Able to work cooperatively within a team
- Excellent inter personal skills
- Confidentiality and discretion
- Flexibility dealing with multiple and varying duties concurrently
- To use initiative in a variety of challenging situations
- Ability to contribute to groups discussions in a thoughtful manner
- Sensitivity and diplomacy



Skills

- Excellent organisational and administrative skills
- Strong MSOffice skills, including email, spread sheets, word processing
- Excellent communication skills, both oral and written
- Excellent, polite, professional, friendly telephone manner
- Ability to maintain boundaries and clear delineation of responsibilities in a task or situation
- Ability to identify and clarify assumptions
- Ability to organise time management and personal workload planning

