



# Governance Administrator

Location Gibraltar

37.5 h/week

This is a varied and interesting role within the Governance team. The role will involve supporting the Governance team as well as general office management. We are looking for someone with strong organizational and communication skills who is detail oriented, adaptable and proactive. The role is office-based in Gibraltar.

## Salary range:

- £21,000 to £23,000 per annum dependent upon experience

## Working hours:

- Monday to Friday, 9am to 5.30pm each day
- 37.5 hours per week plus a one-hour, unpaid lunch break each day

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## Responsibilities:

- Collating and monitoring data to ensure the timely availability of accurate information for analysis by the Governance team in line with Company procedures
- Assisting with the collection of Due Diligence documents
- Assisting in the process of completion of Annual Returns for Gibraltar Companies
- Arranging and collating signatures on contracts and agreements
- Provision of efficient administrative support to the Governance team
- Maintenance of a well-organised filing and archive system as per Company procedures and GDPR requirements
- Control of office supplies including stationery, beverages, equipment and other sundries as required
- Reception and messenger delivery services as required
- Management of incoming and outgoing post

## Expertise / Knowledge:

- Strong administration and communication skills
- Attention to detail and data entry accuracy
- Full support will be provided by the management team, but the ability to manage and prioritise own workload is important in this role
- Sets high standards and works towards achieving these
- Comfortable with making suggestions to best help streamline the efficiency of procedures within the role
- Preparation of clear and accurate documentation for sharing with colleagues and external agencies
- Strong interpersonal skills to ensure smooth communication with external suppliers and seamless provision of supplies to the office
- A high standard of written and spoken English is essential for this role

## Experience:

- Intermediate proficiency with Microsoft Word, Excel, Outlook and Teams
- Experience in business administration would be advantageous, but training on specific tasks will be provided

## Core competencies:

- Communication: ability to communicate effectively with and accurately 'hear' others
- Building collaborative relationships: ability to develop and maintain constructive relationships with others and work collaboratively within a close team and the wider organization
- Adaptability: ability to maintain a positive attitude under potentially difficult situations and be flexible in responses as required by changeable circumstances
- Results orientation: ability to show commitment and reliability in consistently achieving goals

We look forward to receiving your application by email to [career@fidux.com](mailto:career@fidux.com).