Associate – Corporate Services

Location: Barbados
Reporting To: Director, Vistra Barbados
Function: Corporate Services

At Vistra, our purpose is progress. We believe our clients have the power to change the world and contribute to global progress. We help them achieve their ambitions by removing the friction created by the complexities of global business.

Progress happens when people come together and take action. We are committed to creating an environment in which our people can contribute, collaborate and deliver meaningful results for our clients.

The Opportunity

Vistra Barbados is seeking a motivated and experienced corporate services professional to join our Corporate Services team.

The successful candidate will support a portfolio of clients, providing high-quality corporate administration, governance and compliance services while working closely with senior members of the team. The role offers exposure to a varied client portfolio and the opportunity to develop technical and professional expertise within an international professional services environment.

Key Responsibilities

Client & Portfolio Services

- Develop and service a portfolio of clients under the guidance of senior team members.
- Build effective working relationships with clients and other stakeholders, responding to requests accurately and promptly.
- Maintain client information and records and support the timely delivery of agreed client requirements.

Corporate Governance & Administration

- Prepare corporate documents, board and shareholder resolutions and minutes.
- Coordinate board and shareholder meeting arrangements, including meeting materials and board books.
- Support incorporations, registrations, licensing, ongoing corporate administration and dissolution processes.
- Assist with corporate research and other client-related assignments.

Regulatory & Compliance

- Coordinate statutory and regulatory filings, applications, renewals and recurring compliance requirements.
- Support clients in meeting applicable regulatory and compliance obligations and deadlines.
- Assist with Foreign Currency Permit applications and renewals and other government and regulatory submissions.
- Support client onboarding and related compliance and engagement requirements.

Operational Excellence & Professional Development

- Take ownership of assigned work, ensuring deliverables are completed accurately and within agreed timelines.
- Maintain effective records and support efficient use of systems and technology.
- Contribute to a collaborative, client-focused team environment.
- Maintain and develop relevant technical and industry knowledge through ongoing learning and professional development.

What we are looking for:

The successful candidate should demonstrate:

- Working knowledge of corporate administration and relevant corporate legislation.
- Strong organisational, written and verbal communication skills.
- The ability to manage multiple assignments and deadlines with accuracy and attention to detail.
- A strong client-service orientation and professional approach.
- The ability to work effectively both independently and as part of a team.
- Good digital literacy and the ability to work confidently with business systems and technology.

Qualifications and Experience

- A certificate or other relevant qualification in paralegal studies, corporate administration, corporate secretarial practice or a related discipline.
- A university degree in Business, Management Studies, Law or another relevant discipline would be an asset.
- Membership of, or enrolment with, The Chartered Governance Institute (CGI) or another relevant professional body would be an asset.
- A minimum of five years' relevant experience in a professional services, corporate, legal or similar environment.

How to Apply

Interested applicants are invited to submit a **résumé and covering letter outlining their relevant experience and suitability for the role** to Barbados.Info@Vistra.com by close of business on Friday November 13, 2026.

Only applicants selected for further consideration will be contacted.