

MERIDIAN

FUND SERVICES

The Meridian Global Fund Services Group offers a full range of administrative support services, predominantly to the hedge fund industry. We are seeking the services of a professional to join our Corporate Governance team with Meridian Fund Services (Bermuda) Limited.

SENIOR CORPORATE ADMINISTRATOR

The Senior Corporate Administrator will be responsible for the overall corporate administration of a specific group of U.S. and offshore hedge funds. Such duties will include:

- Attending to corporate governance matters of assigned clients which includes calling and arranging regular board of directors' meetings, keeping minutes of those meetings and tending to all follow-up matters;
- Liaising with clients and with clients' in-house and/or external legal counsel to ensure actions taken by companies are properly documented;
- Coordination and assistance with preparation of documentation for new company formations ensuring ongoing compliance with regulations in jurisdiction of incorporation;
- Maintenance of corporate records and database;

It is essential that the Administrator is able to:

- Perform in a multi-faceted role requiring a high caliber of accuracy and responsiveness;
- Exercise impeccable professional decorum with clients and co-workers either in person or by telephone;
- Prepare correspondence which is grammatically and factually accurate;
- Focus on meeting strict deadlines.

Candidates wishing to be considered for this position should have:

- A university degree from an accredited institution with a business-related major and/or corporate secretarial qualification, or proven work experience in an environment where hedge funds were serviced as clients;
- At least 7 years' experience in a position similar to that described above;
- Excellent time management skills;
- A demonstrable proficiency with computers, especially the MS Suite of programs;
- A willingness to contribute ideas and assistance to co-workers in an evolving team structure;
- A genuine motivation and willingness to learn, with a flexible attitude towards adopting additional responsibilities when appropriate;
- Overtime hours may be required as dictated by client needs (evenings and/or weekends).

Meridian offers a competitive salary and benefits package, a supportive working environment and an opportunity for career advancement. We welcome and are supportive of applications from Bermudians or spouses of Bermudians.

- Please apply in confidence, enclosing your resume, to Meridian Fund Services (Bermuda) Limited, P.O. Box HM528, Hamilton HM CX Attn AY or apply via e-mail to info@meridian.bm

Closing date is January 20, 2012