

Mercury Group Limited

Client Administrator

Mercury Group Limited provides management services to a broad range of clients. In addition to performing general administrative duties, applicants will fulfill the following criteria:

Key Responsibilities and Job Requirements:

- Preparation of various financial and time-sensitive documentation
- Preparing meeting and investment related documentation
- Due diligence on new clients to comply with KYC and other regulatory requirements
- Maintenance of confidential records including corporate databases
- Coordination with colleagues in various jurisdictions
- Corresponding with clients and third party advisors

Minimum Qualifications and Experience:

- Post secondary degree or certificate in a related field
- Advanced computer literacy with proven expertise in all MS Office applications
- Proven competence with SAP or QuickBooks
- Ability to communicate effectively with professional team
- Ability to exercise discretion and confidentiality with client records
- Ability to work unsupervised while using own initiative

Interested persons should submit their Curriculum Vitae and at least two professional and two character references by e-mail to admin@mercury.bm

Closing Date: 1st March, 2012