

# APPLEBY

**Appleby Services (Bermuda) Ltd.** is an affiliate of the Appleby Group and is a leader in providing corporate and trust administration services to local and international companies, partnerships and trusts.

## Corporate Administrators

We are seeking qualified, motivated individuals to manage the corporate administrative needs of our clients' companies, partnerships and trust arrangements. Reporting to a Corporate Group Manager, the successful candidates will be responsible for:

- Administering the day-to-day corporate affairs of an assigned portfolio of companies while ensuring that each entity's records are up-to-date and in good order
- Convening board and shareholder meetings in accordance with the Companies Act 1981
- Attending board and shareholder meetings and recording minutes
- Complying with the provisions of Bermuda legislation such as the Insurance Act 1978, the Investment Business Act 2003, the Trusts (Regulation Of Trust Business) Act 2001 and the Investment Funds Act 2006
- Preparing applications for incorporating all types of Bermuda companies and partnerships
- Completing all necessary regulatory filings for each entity

### Knowledge, skills and experience required:

- Membership in the Institute of Chartered Secretaries and Administrators (e.g. ACIS or FCIS); or
- A University degree in a relevant discipline together with 3 years' corporate administrative experience
- Candidates with a minimum of 3 years' corporate administrative experience and completion of Corporate Secretarial Practice I and II will also be considered
- A working knowledge of the Companies Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Experience attending meetings, and taking and drafting minutes
- Proficiency in using the Microsoft Office suite of programs
- Experience using ViewPoint or similar corporate administration database would be an asset
- Proven client relationship, organisational and interpersonal skills
- Excellent oral and written capabilities
- The ability to work to meet tight deadlines with minimum supervision

Please apply online by registering in the Careers/Positions Available section of our website at [www.applebyglobal.com](http://www.applebyglobal.com) before **8 June 2012**.

[applebyglobal.com](http://applebyglobal.com)

CONNECTING THE RIGHT PEOPLE AND PLACES

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to:

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Senior Human Resource Officer	BVI	London
Appleby (Bermuda) Limited	Cayman	Mauritius
PO Box HM 1179	Hong Kong	Seychelles
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Closing Date: 8 June 2012	Isle of Man	Zurich