

# Bermuda Commercial Bank Limited

## SENIOR CORPORATE ADMINISTRATOR

Bermuda Commercial Bank Limited is seeking an experienced, energetic and self-motivated professional to join the Bank as Senior Corporate Administrator with its subsidiary, BCB Charter Corporate Services Limited. The successful applicant must be extremely proficient in all aspects of corporate secretarial administration as well as the day to day company administration; and must be able to work with minimal supervision. She/He will be expected to have the day to day responsibility for an active portfolio of both international and local companies.

### DUTIES & RESPONSIBILITIES:

- Preparation and organization of meetings both for Board of Directors and Shareholders; as well as attendance to these meetings
- Drafting of minutes and written resolutions
- Preparation of all documentation to ensure that all statutory and filing deadlines are met
- Filing of annual Declarations and the appropriate government fees
- Communication with clients on a day to day basis
- Preparation of all related documents regarding compliance issues; opening of bank accounts
- Preparation of reports regarding all or any outstanding matters related to companies
- Act as a mentor for junior staff members

### THE SUCCESSFUL APPLICANT SHOULD POSSESS:

- Minimum of ten years' recent experience in a similar role
- Holder of ICSA or similar designation
- High standard of educational background, preferably a law degree and/or legal qualification would be an asset
- Computer literacy and proficient knowledge of Microsoft Office Suite of Products
- Excellent organizational and communication skills
- Experience with BSX listings would be preferable

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Compensation will be commensurate with the successful candidate's experiences and will include a base salary and a discretionary performance related profit share. References will be requested and verified.

Interested persons should apply by forwarding an application letter and resume no later than:

**September 28<sup>th</sup>, 2012.**

Please apply via one of the following methods:

**EMAIL:** [jobs@bcb.bm](mailto:jobs@bcb.bm)

**FAX:** +1 (441) 295-4759

**POST:** Human Resources Department,  
Bermuda Commercial Bank Limited,  
PO Box HM 1748, Hamilton HM GX  
Bermuda.

For questions please call +1 (441) 295-5678 and speak to the Human Resources Manager.

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Bermuda Commercial Bank Limited (BCB) is one of Bermuda's four licensed banks, established in 1969 and regulated by the Bermuda Monetary Authority. We are Bermuda's only bank focused purely on corporate and private wealth clients, offering a range of bespoke financial solutions. Our website is [www.bcb.bm](http://www.bcb.bm). BCB is an equal opportunity employer. BCB is publicly traded and listed on the Bermuda Stock Exchange [www.bsx.com](http://www.bsx.com) (Ticker: BCB.BH). Our share price is available on the BSX and on Bloomberg and is published daily in the Royal Gazette. The Bank offers a friendly work environment with competitive salary and benefits.

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BERMUDA COMMERCIAL BANK LIMITED  
[WWW.BCB.BM](http://WWW.BCB.BM)

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BCB is an Equal Opportunity Employer.