



**COMPASS
ADMINISTRATION
SERVICES LTD.**

Senior Corporate Administrator

Compass Administration Services Ltd. (“CASL”) is a provider of a corporate administration services, and is affiliated with Attride-Stirling & Woloniecki, a Bermuda law firm specializing in complex and sophisticated corporate transactional work. CASL seeks a self motivated, experienced corporate administrator with a specialization in the administration of exempted companies, funds and partnerships. The job will involve working extended hours.

Qualifications and experience required:

- A university degree in a relevant field
- Relevant professional qualification (Graduate of the Institute of Chartered Secretaries and Administrators (“ICSA”) or equivalent);
- A minimum of 7 years experience working as a corporate administrator in complex corporate, investment fund and partnership structures;
- Complete facility in the preparation and convening of board shareholder meetings and high level of proficiency in preparing minutes of said meetings
- Self starter requiring minimal supervision and the proven ability and flexibility to organize a large volume of work and to recognize and act on priorities
- Excellent client communication (both oral and written) and interpersonal skills;
- Ability to mentor junior corporate administrators
- Strong computer skills including proficiency with Microsoft Office suite, experience with Prolaw legal software would be an asset.

If your experience and ambition matches the above criteria, please email your updated resume and cover letter to: Alaire.godfrey@aswlaw.com

Director of Human Resources
Attride-Stirling & Woloniecki
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Bermuda