

# **E** Equinox Alternative Investment Services (Bermuda) Limited

Equinox Alternative Investment Services (Bermuda) Limited has been established as a premium boutique service provider within the alternative investment fund administration space.

We are looking to fill the following positions within the Bermuda Operating Company.

## **Corporate Secretary**

The Corporate Secretary's main responsibilities will include but not be limited to;

- maintaining corporate records for the Company and its subsidiaries as well as numerous client alternative investment vehicles including hedge funds; SPVs; management companies and others incorporated in Bermuda, Cayman Islands and other global jurisdictions.
- maintaining minute books
- drafting resolutions/shareholder letters;
- organizing board meetings and preparing precise minutes for client fund vehicles,
- preparing and submitting regulatory filings with the regulatory authorities
- drafting ancillary documents such as secretary certificates
- performing audits of corporate records
- Ensuring compliance with regulatory; prospectus and other constitutive document requirements and reporting to senior management and boards of directors thereon
- Communicating with the Board of Directors, lawyers, and other client related service providers regarding corporate secretary requirements
- Providing general administrative support and assisting in special projects as required for the legal and compliance department

The successful applicant will have:

- Be a Member of the Bermuda Institute of Chartered Secretaries and Administrators and have completed Corporate Secretarial Practice I and II;
- At least 5 years of experience in a corporate administrator role with at least 3 years in the investment industry;
- Demonstrate a sound knowledge of offshore corporate administration best practices including, but not limited to, resolutions, regulatory filings, AML/CFT responsibilities, prospectus requirements and incorporation and liquidation processes;
- Demonstrate strong knowledge of compliance issues and practices in the investment fund industry. The candidate must have prior experience in monitoring, identifying and reporting compliance issues to senior management. The successful completion of recognized compliance courses/exams would be a distinct advantage;
- Have excellent typing skills and an advanced working knowledge of Adobe Acrobat; MS Office suite of computer applications;
- Be highly organized and precise;
- Have the ability to take initiative and work without close supervision as well as demonstrate ownership of designated tasks and the importance of confidentiality; and
- Demonstrate strong written and oral communication skills, capable of interacting with senior management and clients.

## **Account Manager – Shareholder Services**

The Account Manager's main responsibilities will include;

- Onboarding of new clients with complete system set-up and transition management
- Reviewing fund documents and providing recommendations to clients
- System testing and custom report creation process management
- Processing all investor related transactions: subscriptions, redemptions and transfers;
- Reviewing all transaction agreements;
- Verifying all investors to ensure their eligibility to invest and also comply with anti-money laundering requirements;
- Maintenance of all electronic and physical investor records;
- Appropriate handling of fund manager and investor inquiries;
- Assisting with various projects as necessary.

The successful applicant will have:

- A university degree diploma with/or at least five years hedge fund administration experience;
- Previous experience with client onboarding and system management
- Exceptional written and verbal communication skills;
- Computer proficiency with advanced knowledge of Microsoft Office suite of products
- Ability to work in small teams and proven ability to maintain positive working relationship in a fast paced office with continually changing demands.
- Willingness to work extended hours and some public holidays as may be required

Interested applicants are invited to apply by sending their Curriculum Vitae to

Email: [hr@equinoxais.com](mailto:hr@equinoxais.com)  
Fax: 1-441-292-9403

Closing Date: March 23, 2013

[www.equinoxais.com](http://www.equinoxais.com)