



Codan Services

HEAD OF CODAN SERVICES LIMITED

Codan Services Limited is the corporate secretarial company affiliated with Conyers Dill & Pearman Limited and is one of the largest providers of corporate secretarial services in Bermuda. It has several thousand clients whose businesses cover a broad spectrum of commercial activities. The Head of Codan Services Limited is responsible for overseeing the day-to-day operations of Codan Services Limited and providing the necessary leadership, direction and management. The Head of Codan Services Limited will work closely with designated Partners and take direction from them on legal matters and related procedures and will also be responsible for a portfolio of client companies.

Key Job Accountabilities:

- Manage the day to day operations of Codan Services Limited to include ensuring that appropriate procedures are developed and followed.
- Be responsible for the development and performance of Codan Services Managers to include providing training to newly hired Managers.
- Ensure that administrative staff perform to the highest standard.
- Oversee and participate in the Codan Services Technical Committee and liaise with IT on related projects.

Key Job Requirements:

- Bachelor's degree and a professional ICSA qualification and/or Qualified Attorney with corporate law experience
- Minimum of 7 years relevant and demonstrable experience in a similar role including prior senior management experience.
- Working knowledge of Bermuda company law as well as company secretarial practices an asset.
- Proven ability to effectively manage staff.
- Excellent verbal and written communication and presentation skills.
- Demonstrated ability to think strategically and determine impact of decisions on the firm.
- Strong ability to multi-task, follow up and manage competing priorities.
- Excellent organizational, analytical, decision-making and interpersonal skills.

Conyers Dill & Pearman is committed to being an employer of choice, offering competitive salary and benefits packages.

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman
P.O. Box HM 666, Hamilton, HM CX

Fax: (441) 292-3134

Email: careers@conyersdill.com

Closing date: November 1, 2013