

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 administration 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 of corporate administration experience
- Candidates with a minimum of 3 years of corporate administration 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
- Fluency in Spanish, while not required, would be valuable
- 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 applebyglobal.com before **26 November 2013**. Alternatively, written applications, with curriculum vitae, should be addressed in confidence to Robin Tucker, Senior Human Resource Officer, Appleby (Bermuda) Limited, PO Box HM 1179, Hamilton HM EX.

Licensed to conduct trust business by the Bermuda Monetary Authority

Offshore Legal, Fiduciary & Administration Services

applebyglobal.com/careers

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