



## **BEACON MANAGEMENT LIMITED**

### **CORPORATE ADMINISTRATOR – PART TIME**

Due to its expansion, Beacon Management Limited is looking for an additional experienced part time Corporate Administrator to join its existing team and service a portfolio of clients including hedge funds, private equity funds and other alternative investment vehicles.

#### **General Duties and Responsibilities**

- Maintain complete and accurate corporate records and documents on behalf of a portfolio of investment clients;
- Prepare and review minutes of meetings of the Board of Directors and Shareholders;
- Liaise with clients, regulatory bodies, external/internal lawyers, auditors and accountants as required;
- Filing of statutory documents with the regulatory authorities;
- Prepare routine correspondence;
- Provide reception coverage;
- Any other support functions that may be required.

#### **Skills, Qualifications & Experience**

- Completion of or working towards completion of a corporate secretarial designation or other equivalent qualification and working knowledge of Bermuda Company Law is required;
- A minimum of three years experience managing a portfolio of clients, ideally within the investment industry;
- A minimum of five years general administrative or secretarial experience;
- Ability to maintain professional relationships with clients and possess strong communication skills;
- Excellent organizational skills and the ability to multi-task and handle a demanding workload with exceptional attention to detail;
- Strong proficiency with MS Office applications;
- The ability to work effectively and as part of a team with some evening work to accommodate late Board of Directors meetings.

Salary will be commensurate with experience and qualifications. Applications must be submitted in writing with curriculum vitae marked "Private & Confidential" to the HR Manager, Beacon Management Limited, PO Box HM 2763, Hamilton HM LX or by email to [hr@beacon.bm](mailto:hr@beacon.bm).

**No Agencies Please**

**Closing date is 31st January 2014.**