

Permanent part-time position available for a self-motivated **Family Office Manager.**

This position requires a mature professional with proven management qualities. The successful individual will have the overall responsibility for overseeing the daily activities of a small family office including the management of all documentation ensuring the smooth running, security, and confidentiality of the business.

**Responsibilities include:**

- Bookkeeping using QuickBooks
- Timely processing of payments, and bank account reconciliations
- Corporate secretarial duties and responsibilities including maintaining all corporate books
- Management of all documentation including investment statements and vendor invoices
- Liaison with legal and corporate administrators to meet government deadlines and requirements

Please submit resume and references to:

The Manager  
Crestview (Bermuda) Limited  
2 Reid Street Suite 1  
Hamilton, HM 11  
Bermuda  
e-mail [cgreet@northrock.bm](mailto:cgreet@northrock.bm)