



Codan Services

Corporate Manager

Conyers Dill and Pearman offers its employees unparalleled career opportunities, drawing on our global reach to provide unique professional development opportunities.

Our subsidiary company 'Codan Services' is a prestigious provider of corporate services. Codan Services has several thousands of clients, international and local, whose businesses cover the whole spectrum of commercial activities.

Principle duties and responsibilities will include (but are not limited to):

- Responsible for the management and administration of a portfolio of companies through a team of corporate administrators, a key member of a dynamic management team, experienced in rapid growth activity and excellent service delivery.

General Knowledge, skills and experience required:

- BA law degree, or a related university degree and relevant experience coupled with a professional qualification from ICSA or a comparable equivalent
- Seven years of professional experience as a company secretary, 3 of which must be in management.
- Strong organizational skills and proven ability to multi-task and manage time effectively.
- Strong written and verbal communication skills.
- Good inter-personal skills with ability to promote a team environment.
- A working knowledge of the Companies' Act 1981 and statutory regulations relating to the administration of companies in Bermuda, as well as company secretarial practices.

Employment at Conyers Dill & Pearman is synonymous with growth. Our employees can expect that they will sharpen their talents and embrace new capabilities.

HR Department, Conyers Dill & Pearman

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Closing date: 30 August, 2014