



American International Company Limited

Corporate Administrator

American International Group, Inc. (AIG) is a leading international insurance organization serving customers in more than 130 countries and jurisdictions.

The Corporate Administrator will be responsible for managing the corporate administrative needs for a group of re/insurance companies and committees, broker/agents and holding companies. The successful candidate will become an integral part of the Legal team and will report to the General Counsel.

Duties and Responsibilities:

- Convene and hold, as required, all meetings of the Board of Directors/Committees, and shareholders; attend such meetings and provide advice on corporate secretarial matters as necessary; record and draft minutes of such meetings and draft written resolutions when required.
- Act as Assistant Secretary to companies as required.
- Maintain in a timely manner corporate records according to the requirements set out by the Bermuda Companies Act 1981, Insurance Act 1978 and any related or relevant legislation, rules or acts.
- Assist with amendments to the constitutional documents of each company as required, e.g., increases and reductions of share capital, company name changes, amendments to the Bye Laws and/or the Memorandum of Association/Incorporating Act;
- Effect share issuances, transfers and redemptions in accordance with the Bye-laws and statutory requirements.
- Collate Board and Committee materials and prepare either physical meeting binders or post such materials to a secure Board portal or website such as Boardvantage.
- Arrange for notarials, apostilles, certification of company documentation and powers of attorney as required.
- Assist with the opening of bank accounts and the execution of bank-related documentation.
- Make applications to and file statutory documents with Bermuda regulatory authorities as may be necessary.
- Ensure that annual company, business, filing and license fees are paid to regulatory authorities on a timely basis in accordance with the relevant legislation.
- Maintain the Register of Members, Register of Directors and Officers and Minute book for each company.
- Provide assistance with the provision of boardroom and other support facilities for meetings held in Bermuda.
- Develop technical knowledge and practical capabilities through participation in internal training events and webinars.
- Ensure corporate administration services are delivered to a high standard and on time.
- Display professionalism and positive attitude and act as a team player.
- Any other duties as assigned by the General Counsel and/or Assistant General Counsel.

Qualifications and Experience:

- Minimum 5 years corporate legal experience working in a corporate secretarial or corporate administrative role.
- Certification in Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators.
- Working knowledge of the Bermuda Companies Act 1981 and Insurance Act 1978 and statutory regulations relating to the administration of re/insurance and holding companies in Bermuda.
- Ability to meet tight deadlines with minimum supervision.
- Proficiency in Microsoft Office applications e.g. Word, Power Point, Excel and Outlook.
- Strong organizational, time management and decision making skills.
- Excellent verbal and written communication skills.
- Ability to work some evenings if necessary.

Please send your résumé and a covering letter to:

Human Resources Generalist
American International Company Limited
P.O. Box HM 152, Hamilton, HM AX
Or e-mail: Elanee.gashaw@aig.com with subject line:
Bermuda: Corporate Administrator 126325

Applications should be received by August 3, 2015

No Agencies Please
Preference will be given to Bermudians and Spouses of
Bermudians

American International Company Limited
is an Equal Opportunity Employer