

# Corporate Administrator

We are seeking an individual to provide quality corporate administrative services to the portfolio of local and overseas companies within the Argus Group in a timely and efficient manner.

## **Core responsibilities include:**

- Responsible for the complete management and delivery of quality corporate administrative services to the Argus Group of companies
- Attend board and shareholder meetings for companies as required, and provide advice on corporate secretarial matters, as necessary
- Record board and shareholder meeting minutes, and draft and circulate such minutes to the appropriate parties
- Ensure that the corporate records of each company are current, the company is in compliance and in good order and changes to the regulatory and administrative status of each company is maintained on a current basis
- Provide administrative services to the Group General Counsel & Company Secretary and the Assistant General Counsel & Assistant Company Secretary as required

## **Qualifications and experience required:**

- Membership in the Institute of Chartered Secretaries and Administrators (eg ACIS or FCIS); or
- A University degree in a relevant discipline together with at least 3 years' corporate administration experience
- A working knowledge of the Companies Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Proficient in the use of the Microsoft Office suite of applications, specifically MS Word
- Excellent written and oral communication skills
- Discretion and ability to respect confidentiality of information

**Closing Date:** Friday, September 18

Send your resume to: Human Resources Department  
The Argus Group, 14 Wesley Street, Hamilton HM11 or,  
The Argus Group, P.O. Box HM 1064, Hamilton HM EX  
tel: 295-2021 fax: (441) 292-6763  
email: [resume@argus.bm](mailto:resume@argus.bm) [www.argus.bm](http://www.argus.bm)



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