

**Appleby Services (Bermuda) Ltd.** is an affiliate of the Appleby Group and provides corporate and trust administration services to local and international companies, partnerships and trusts.

## Corporate Applications Administrator

Appleby is looking for a highly motivated and detailed Corporate Applications Administrator to join its Business Intake team. The successful candidate will oversee and maintain the ViewPoint system. Reporting to the Business Intake Manager, the Corporate Applications Administrator will be required to provide tactical and administrative support to our internal/external clients.

### Duties and responsibilities:

- Ensure data is promptly, accurately and consistently entered into ViewPoint Administrator and other Appleby systems (eg AdEx, Flosuite) as well as any governmental databases (eg BMA, Register of Companies)
- Assist with the coordination and facilitation of internal training sessions
- Develop and create user procedures and manuals
- Prepare operational and management reports and analysis, designed to measure the performance, usage and currency of information maintained in the ViewPoint system
- Review the ViewPoint entry of other users to ensure accuracy and consistency and liaise with users to correct any inaccurate data
- Analyse users' needs and requirements and provide recommendations
- Prepare and complete the procedures required for the incorporation and organization of companies.

### Knowledge, skills and experience required:

- An Associate's degree
- 5 years administrative experience
- Completion of Corporate Secretarial Practice I & II
- Working knowledge using ViewPoint Administrator
- Experience of corporate administrative procedures would be an asset
- Strong knowledge of the Microsoft suite of applications with advanced knowledge in Word & Excel
- Excellent client relationship, communication and interpersonal skills
- Proven ability to work cohesively as part of a team
- High attention to detail

Please apply online by registering in the Careers section (Positions Available) of our website at [applebyglobal.com](http://applebyglobal.com) before **16 September 2015**.



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