



**BERMUDA
CORPORATE
LAW LTD.**
BARRISTERS & ATTORNEYS

Bermuda Corporate Law Ltd., a small legal practice focusing on corporate and commercial law, securities, and financing is seeking a **Senior Corporate Administrator.**

Successful candidates will be responsible for:

- Administering the day-to-day corporate affairs of an assigned portfolio of companies ensuring that each entity's records are up-to-date and in good order
- Convening and attending board and shareholder meetings and recording minutes
- Preparing applications for incorporating Bermuda companies and partnerships
- Making corporate filings under the Companies Act 1981

Knowledge, skills and experience required:

- Membership in the Institute of Chartered Secretaries and Administrators (e.g. ACIS or FCIS), or completion of Corporate Secretarial Practice I and II, or a relevant university degree;
- At least 5 years of recent corporate administration experience;
- A working knowledge of the Companies Act 1981 and regulations on administration of Bermuda companies
- Extensive experience drafting meeting minutes
- Proficiency in using Microsoft Word, Excel, and Outlook
- The ability to work to meet tight deadlines with minimum supervision

Please send your CV together with professional references to Luciano Aicardi, Director, at P.O. Box HM 2459, Hamilton HM JX, or call (441) 295-2226. Bermudians and spouses of Bermudians are encouraged to apply.