



**COMPASS  
ADMINISTRATION  
SERVICES LTD.**

## **Corporate Administrator | Bermuda**

We are seeking an ICSA qualified, motivated individual to manage the corporate administration needs of our clients' companies and partnerships. The successful candidate will be responsible for:

- Administering the day-to-day corporate affairs of an assigned portfolio of companies while ensuring that each entity's records are up to date and in good order.
- Convening, attending and recording minutes of board and shareholder meetings.
- Complying with the provisions of Bermuda legislation such as the Companies Act 1981 (as amended), the Insurance Act 1978, the Investment Business Act 2003, the Trusts (Regulation of Trust Business) Act 2001 and the Investment Funds Act 2006.
- Preparing applications for incorporating all forms of Bermuda entities.
- Completing all necessary regulatory filings for client companies.

### **Knowledge, skills and experience required:**

- Associate member of the Institute of Chartered Secretaries and Administrators.
- A University degree in a relevant discipline together with a minimum of three years of corporate administration experience.
- Experience attending meetings, and taking and drafting minutes.
- Proficiency in using the Microsoft Office suite of programs.
- Experience using ViewPoint or similar corporate administration database would be an asset.
- Proven client relationship, organisational and interpersonal skills.
- Excellent oral and written capabilities.
- The ability to work to meet tight deadlines with minimum supervision.
- Experience working across other jurisdictions would be an advantage, but not required.

**Closing Date: February 8, 2016**

If your experience and ambition matches the above criteria, please email your updated resume and cover letter to: [alaine.godfrey@aswlaw.com](mailto:alaine.godfrey@aswlaw.com)