

# Corporate Administrator

**Estera Services (Bermuda) Limited** is a leader in providing corporate and trust administration services to local and international companies, partnerships and trusts.

Reporting to the Corporate Group Manager, the successful individual will provide corporate administrative services to a portfolio of local and international companies in a timely and efficient manner.

We require an experienced and highly motivated individual to provide the full range of corporate administration services to a portfolio of high profile clients including:

- Act as Secretary or Assistant Secretary to companies as required.
- Respond to requests from duly authorized client representatives for changes to the constitutional documents for each company.
- Arrange for the certification of each company's constitutional documents and minutes as required.
- Make application to and notify the relevant regulatory authorities in relation to changes in the constitution of each company as required.
- Convene Board and Shareholder meetings for each company and attend meetings for companies as required and provide advice on corporate secretarial matters.
- Record Board and Shareholder meeting minutes and draft and circulate such minutes to the appropriate parties.
- Ensure that annual company, business, filing and license fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities in a timely basis.

- Ensure that the corporate records of each company are current and that the company is in compliance and in good order.
- Maintain the Register of Members, Register of Directors and Officers and Minute book for each company.
- Monitor that local companies comply with the "60/40" rule.
- Assign daily work task activity to Administrative Assistants and assist with the identification and recommendation of seminars, workshops, lunch and learn session and work-related courses in support of the continual professional development of Administrative Assistants.

#### Knowledge, skills and experience required:

- Membership in the Institute of Chartered Secretaries and Administrators (e.g., ACIS or FCIS) or
- A university degree in a relevant discipline, together with at least three years of corporate administration experience and
- Completion of Corporate Secretarial Practice I and II
- 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 Word
- Excellent written and oral communication skills
- Good client relationship and organizational skills
- Excellent interpersonal skills and a strong work ethic

If you have a commitment to quality results and enjoy working in a demanding professional environment, please apply online by going to in the Careers section of our website at **estera.com before 20 May 2016**.

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to the **Human Resource Department**, Estera Services (Bermuda) Limited, PO Box HM 1624, Hamilton HM EX.