



QUORUM  
LIMITED

is seeking a capable and experienced

## **Corporate Administrator:**

The successful candidate will be responsible for a substantial portfolio of local and exempted companies, working closely with the Corporate Manager. He or she will help to ensure compliance with local and international statutory and regulatory requirements and make necessary filings. They must be able to encourage and develop a professional relationship with clients, be a team member, be willing to assist co-workers during high levels of activity, have a positive 'can do' attitude and a flexible approach.

*The successful candidate should possess the following attributes:*

- Ability to comprehend and apply the provisions of The Companies Act 1981;
- At least five successful years in corporate administration and/or proven experience in a similar position;
- ICSA qualification would be an asset
- Comprehensive knowledge of corporate matters;
- Excellent written and verbal communication and administrative skills and a strong sense of responsibility;
- The ability to multitask, prioritize and organize in a demanding, professional environment;
- A willingness to work overtime when required;
- Superior computer skills, including experience with the Microsoft Office suite of products.

We offer an attractive benefits package and compensation will be commensurate with experience.

Interested persons should apply by email together with Curriculum Vitae, marked PRIVATE & CONFIDENTIAL to [jobs@mjm.bm](mailto:jobs@mjm.bm) or to:

Human Resources

Quorum Limited

P.O. Box HM 1564, Hamilton HM FX

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Tel: 441.292.1345

**CLOSING DATE: May 20, 2016**