



St. George's Group Limited, through our Bermuda and Cayman Islands based operating subsidiaries, provide trust and corporate services to family office and corporate clients worldwide. We are entrusted with the financial affairs of hundreds of clients and have significant assets under our stewardship, including portfolio investments, commercial real estate, trading businesses, holding companies, private residences, artwork, intellectual property, yachts and aircraft.

We are seeking a **Senior Corporate Secretary** reporting to the President of the Company. Key Responsibilities include but are not limited to:

- Manage the corporate administration functions for the Bermuda operating company
- Prepare notices of meetings
- Attending meetings, taking minutes and circulating the same in a timely professional manner
- Notification to the BSX for all matters concerning Bermuda public companies together with updating and maintaining all relevant records and regulatory matters
- Maintain all company records including (but not limited to) the share registers, director & officer registers and minute books
- Process name changes; capital increases/decreases, when required
- Make all payments to relevant government bodies for and on behalf of all client and related service entities
- Correspond with banks, financial institutions and all other related intermediaries, financial or otherwise, for the purpose of opening accounts together with subsequent administration and instruction of same;
- Liaise with clients, directors, regulatory bodies, lawyers, auditors, accountants and brokers in an efficient and responsive manner
- Liaise with all necessary and relevant departments of both the Bermuda government and overseas jurisdictions as required

Minimum Qualifications, Skills and Experience:

- University Degree and ICSA designation or equivalent an asset
- 5 years' experience gained in corporate administration
- Experience within the trust industry preferred
- Strong understanding of the Companies Act 1981 and the Insurance Act 1978
- Previous experience administering publicly listed companies advantageous
- Excellent communication (written and verbal), interpersonal & presentation skills
- Able to work with minimal supervision and take initiative to complete assigned tasks and resolve problems
- Meet tight deadlines while maintaining a high level of accuracy, professionalism and confidentiality
- High level of proficiency in Microsoft Office Suite

Qualified candidates should apply by 31 August 2016 to keg@st-georges.com and include a copy of your résumé and cover letter explaining suitability for this role.