



Codan Services

Head of Codan Services Limited

Job Summary

Codan Services Limited is the corporate secretarial company affiliated with Conyers Dill & Pearman Limited and is one of the largest providers of corporate secretarial services in Bermuda. The Head of Codan Services Limited is responsible for overseeing the day-to-day operations of Codan Services Limited and providing the necessary leadership, direction and management. The Head of Codan Services Limited will work closely with designated Partners and take direction from them on legal matters and related procedures and will also be responsible for a portfolio of client companies.

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Key Job Accountabilities:

- Manage the day to day operations of Codan Services Limited to include ensuring that appropriate procedures are developed and followed
- Responsible for the development and performance of Codan Services Managers to include providing training to newly hired Managers
- Act as senior relationship manager with clients and primary point of contact in respect of service levels, ensuring that client contracts are fulfilled to a high standard and delivered on time
- Taking a proactive approach to establishing and developing relationships with key clients
- Build internal and external networks to promote our service offering and raise our company profile
- Monitor changes in relevant litigation and regulatory environment
- Technical mentor, developing knowledge and practical capabilities and proactively managing and promoting the development of team knowledge and the development of key skills
- Ensure that administrative staff performs to the highest standard

Key Job Requirements:

- University degree and relevant experience coupled with a professional qualification from ICOSA
- Minimum of 7 years relevant and demonstrable experience in a similar role including change management experience
- Demonstrated ability to think strategically and determine impact of decisions on the firm
- Good inter-personal skills with proven ability to lead and promote a team environment
- A working knowledge of the Companies' Act 1981 and statutory regulations relating to the administration of companies in Bermuda, as well as company secretarial practices
- Excellent verbal and written communication and presentation skills
- Strong organizational, analytical and decision making skills and proven ability to multi-task and manage time effectively
- Willingness to work a flexible schedule

Employment at Conyers Dill & Pearman is synonymous with growth. Our employees can expect that they will sharpen their talents and embrace new capabilities.

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Closing date: 25 August, 2016