



# Codan Trust

## Trust Administrator

The Codan Trust group of companies ("Codan Trust") is an international network of licensed trust companies that undertakes a broad range of trust and company administration services for private clients, corporations and charitable entities.

We are seeking a highly motivated and committed individual to join our team. The successful candidate will have familiarity with trust administration procedures and will appreciate the importance of providing clients with exceptional service.

### Job Summary

This position is responsible for the execution of client portfolio requirements under the direction of a Trust Manager.

### Key Job Accountabilities:

- Proven knowledge of basic trust administration
- Maintain trust company records
- Review documents, instructions, policies and the like for completeness and compliance
- Convening of Director's and Member's meetings and ensuring the timely payment of fees including but not limited to annual government fees, insurance license fee, etc
- Ability to communicate with credibility and confidence
- Performance of routine office tasks including secretarial services
- Show professional concern for quality of work
- Perform other related duties as required and assigned.
- Assist and support other team members at busy times

### Key Job Requirements

- Minimum of three years' experience in trust administration
- Excellent communication and interpersonal skills
- Strong commitment to successfully meeting deadlines and responsibilities
- Ability to act on own initiative as well as perform effectively as a team player
- Proficiency in spelling, grammar, proofreading and writing skills, attention to detail and accuracy
- Proven ability to exercise discretion and confidentiality

**Résumés with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
**Tel:** (441) 295-1422  
**Fax:** (441) 292-3134

**Email:** [careers@conyersdill.com](mailto:careers@conyersdill.com)

**Closing date:** September 19th, 2016

Codan Trust is licensed to conduct trust business by the Bermuda Monetary Authority.