

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

Corporate Administrator

Reporting to the Corporate Group Manager, the experienced and highly motivated individual will also:

- Provide the full range of corporate administration services to a portfolio of local and international, high profile clients.
- Act as Secretary and 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.
- Ensure that related proxies are current and that there will be a quorum at such meetings.
- 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.
- Assign daily work task activity to Administrative Assistants and support their professional development.

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 MS Word.
- Excellent written and oral communication skills.
- Good client relationship and organizational skills.
- Excellent interpersonal skills with proven ability to promote a team environment and a strong work ethic.

If you have a keen 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 11 February 2017.**

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to the Human Resource Department, Estera Services (Bermuda) Limited, 22 Victoria Street, PO BOX 1624, Hamilton HM EX.