



# Codan Services

## Corporate Manager

### Job Summary

The Corporate Manager is responsible for the management and administration of a portfolio of companies through a team of corporate administrators. As a key member of a dynamic senior management team, experienced in excellent service delivery, you will add value and expertise to an area experiencing rapid growth demand for solutions to corporate requirements in global market places. You will develop of a team of corporate administrators, sharing your core technical knowledge and promoting service excellence.

### Key Job Accountabilities:

- Manage and oversee the provision of corporate administrative services for a portfolio of companies, ensuring that work in relation to your clients is undertaken at the appropriate level and in accordance with internal quality controls;
- 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;
- Act as Company Secretary providing senior corporate administration services to clients, including liaising with clients and attending board meetings, advising statutory and regulatory compliance, governance and best practice advice;
- Lead and supervise the work of several administrators, promoting professionalism, quality service and a 'can do' attitude to internal members, as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person. Ensure services are delivered within our operating model;
- Liaise with clients, directors, local regulatory bodies, attorneys, auditors and accountants on a time responsive basis;
- Manage the group and participate fully in the range of complex and routine annual cycle-led or new venture catalyzed corporate administration activities;
- Building internal and external networks to promote our service offering and raise our team profile;
- Management of compliance and risk rating requirements within your portfolio;
- Refer matters to attorneys for review and advice, where applicable;
- Monitor changes in relevant legislation 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

### General Knowledge, skills and experience required:

- A related university degree and relevant experience coupled with a professional ICSA qualification e.g. ACIS or FCIS
- Seven years of professional experience as a company secretary, three of which must be in management.
- Strong organizational, analytical and decision making skills and proven ability to multi-task and manage time effectively.
- Strong written and verbal communication skills.
- 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.

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

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**Closing date:** February 10, 2017