



Codan Services

Corporate Administrator

Job Summary

Corporate Administrators are responsible for providing day-to-day corporate administrative services to a varied portfolio including international and local companies. Our Corporate Administrators are accountable for delivering excellent work and superior service to clients which contributes to the organization's reputation for excellence by providing a highly efficient and effective administrative support.

Key Job Accountabilities

- Under guidance of a Manager and or Assistant Manager, provide corporate administration services to a complex portfolio of client companies. Day-to-day responsibilities will include statutory and regulatory compliance and supporting corporate transactions and board processes.
- Responsible for communications with clients and local regulatory bodies (in particular the BMA, ROC and Corporate Banking representatives) and maintaining client corporate records according to the requirements set out by the Bermuda Companies Act and any other relevant legislation/Acts.
- Display and promote 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 to a high standard, on time and within our operating model;
- Builds internal networks and business relationships, where appropriate and proactively contributes to the commercial success of our business.
- General administration and housekeeping of a varied portfolio of companies to ensure that they remain in compliance with local laws and the firms internal operating policies.
- Develops technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to corporate administration workflows.

Key Job Requirements

- Must have at least three years of corporate administration experience to include; providing comprehensive back office administration for board and shareholder meetings, ensuring compliance with corporate governance standards and industry best practice
- Certification in Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators preferred
- A working knowledge of the Companies' Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- The ability to work to meet tight deadlines with minimum supervision
- Strong organizational, time management and decision making skills
- Excellent customer service skills and ability to interface effectively with clients and managers
- Proven written and oral communication skills
- Strong computer skills using the following Microsoft Office applications: Word, Excel, PowerPoint.

Resumes 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

Closing date: February 17, 2017