



**COMPASS  
ADMINISTRATION  
SERVICES LTD.**

## **Corporate Manager**

**Compass Administration Services Ltd.** ("CASL") is a provider of corporate administration services, and is affiliated with Crawford Management Ltd. and ASW Law Ltd., a local law firm specializing in insurance and reinsurance. Applications are invited for an experienced individual with a specialization in the corporate administration of insurance and reinsurance companies to act as corporate manager.

### ***The successful applicant will be required to:***

- Manage, supervise and mentor a team of corporate administrators and trainees including maintaining quality control and managing the workload of administrators
- Act as secretary for and provide corporate administration services for a portfolio of client companies including attending client meetings, liaising effectively with clients, local and overseas regulators, service providers and other professionals;
- Implement, develop, and ensure compliance by CASL staff of internal policies and procedures;
- Attend conferences and other events to market CASL's services.

### ***Qualifications and experience required:***

- A related university or law degree along with a professional qualification (Fellow of the Institute of Chartered Secretaries and Administrators ("FCIS" or equivalent);
- A minimum of 7 years' experience working as a corporate administrator in a corporate insurance and reinsurance legal environment, including experience with the incorporation and administration of multi-cell segregated accounts and separate account insurance companies;
- Proven experience in management, business development, mentoring and client service;
- Be fully conversant with incorporation and corporate procedures and corporate secretarial practices for Bermuda incorporated companies, permit companies and partnerships, in particular insurance and reinsurance companies;
- Proven ability and flexibility to organize a large volume of work and to recognize and act on priorities;
- Excellent client communication (both oral and written) and interpersonal skills;
- Strong computer skills including Microsoft Office suite and Pro-law legal software;
- Willingness to work extended hours outside of normal business hours as necessary.

If your experience and ambition match the above criteria, please email your updated resume and cover letter to:  
[alaire.godfrey@aswlaw.com](mailto:alaire.godfrey@aswlaw.com)

**Closing Date: July 15th, 2017**

Alternatively, applications with CV to:  
Director of Human Resources  
Crawford Administration Services Ltd.  
P.O. Box HM 2879, Hamilton HM LX