



## **CORPORATE ADMINISTRATOR**

A Bermuda based fund administrator is looking for an experienced Corporate Administrator to join its team and service a portfolio of clients including hedge funds, private equity funds and other alternative investment vehicles.

### ***General Duties and Responsibilities***

- Maintain complete and accurate corporate records and related documents on behalf of a portfolio of investment clients;
- Prepare and review minutes of meetings of the Board of Directors and Shareholders;
- Liaise with clients, regulatory bodies, external/internal lawyers, auditors and accountants as required;
- Filing of statutory documents with the regulatory authorities;
- Prepare routine correspondence;
- Reporting to the Corporate Administration team manager;
- Any other support functions that may be required.

### ***Skills, Qualifications & Experience***

- Completion of a corporate secretarial designation or other equivalent qualification and working knowledge of Bermuda Company Law is a must;
- A minimum of five years' experience managing a portfolio of clients, ideally within the investment industry;
- Ability to maintain professional relationships with clients and possess strong communication skills;
- Excellent organizational skills and the ability to multi-task and handle a demanding workload with exceptional attention to detail;
- Strong proficiency with MS Office applications;
- The ability to work effectively and as part of a team with some evening work.

Salary will be commensurate with experience and qualifications. Applications must be submitted in writing with curriculum vitae marked "Private & Confidential" to the HR Manager, Beacon Management Limited, PO Box HM 2763, Hamilton HM LX or by email to [hr@beacon.bm](mailto:hr@beacon.bm).

**Closing date is 31st July 2017.**