



Part Time Corporate Administrator

FIL Limited is the head office of Fidelity International which is one of the world's leading investment managers and operates across Europe, Asia, the Middle East, Africa and South America. Fidelity International offers world class investment solutions and retirement expertise. We are a privately owned, independent company, with the commitment and resources to provide the investment expertise, technology and service innovation needed to help our clients achieve their financial goals.

We are seeking applicants interested in a career in corporate administration or a related field to assist our Company Secretariat and Legal Department. This position would ideally suit a student engaging in part time study interested in gaining some work experience. The role would require 15 - 22.5 hours a week with the flexibility to work up to 3 full days or 5 half days. Hours will extend up to full time in busy periods with ample notice provided.

The primary duties and responsibilities of this position include but are not limited to:

- General secretarial administration including filing (electronic using Xerox DocuShare) and archiving of documents, processing agreements for signature and distribution, preparing courier packages.
- Assisting the Secretariat team with preparation for visitors for quarterly board meetings.
- Assisting with the preparation of filings for BMA and Registrar of Companies.
- Assisting the Trademark team with scanning and docketing trademark registration certificates, reviewing websites against domain monitoring lists and preparing annexes.
- Ad-hoc special projects and front desk cover as needed.

The successful candidate will ideally possess the following:

- A Corporate Secretarial qualification or equivalent in a related discipline.
- Proficiency in MS Suite of applications.
- Proven strong administrative and organization skills.
- Excellent telephone manner and confidence in greeting visitors and handling incoming calls.

FIL Limited is an equal opportunity employer. If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please contact us about this opportunity prior to 6 October 2017.

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Mail: Human Resources REF: CA

FIL Limited

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**AUSTRALIA AUSTRIA BELGIUM BERMUDA BRAZIL CHILE CHINA (INCLUDING HONG KONG)
FRANCE GERMANY INDIA IRELAND ITALY JAPAN KOREA LUXEMBOURG THE NETHERLANDS
POLAND SINGAPORE SPAIN SOUTH KOREA SWEDEN SWITZERLAND TAIWAN
UNITED ARAB EMIRATES AND THE UK**