

Corporate Administrator, Corporate Secretarial Services

MUFG Investor Services provides asset servicing solutions to the global investment management industry. Leveraging the financial and intellectual capital of MUFG – one of the largest banks in the world with \$2.4 trillion in assets – we provide clients access to a range of leading solutions from fund administration, middle-office outsourcing, custody, foreign exchange, trustee services and depository to securities lending and other banking services

About MUFG Fund Services (Bermuda) Limited

MUFG Fund Services (Bermuda) Limited is fully licensed by the Bermuda Monetary Authority to act as a Fund Administration service provider and is part of MUFG's Investor Services Group.

Requirement:

Due to exceptional demand for its services MUFG Fund Services (Bermuda) Limited is seeking a Corporate Administrator to work in its Bermuda office. This is a unique opportunity to join a dynamic, fast growing, global organization.

The successful applicant will work closely with a Manager to provide excellent service to MUFG Investor Services clients.

Key responsibilities:

- Organizing Board and Committee Meetings
- Organizing Annual General Meetings (AGM's)
- Creating meeting agendas
- Collation and distribution of Board Packs
- Liaising with Board of Director's, Committee Members and Service Providers
- Attending Board Meetings and AGM's
- Drafting written resolutions
- Ensuring that entities under Administration comply with their Constitutional and Offering documents
- Ensuring the timely filing of regulatory and statutory returns
- Instructing / liaising with external counsel, regulators and other third party service providers
- Advising on corporate governance matters
- Perform other duties as assigned and incidental to the work described above

Minimum Qualifications, Skills and Experience:

- Minimum of five years progressive corporate secretarial experience
- University Degree with a business or legal related major and corporate secretarial qualifications or other proven work experience in a similar client-oriented field required
- Strong communication and interpersonal skills (oral, written and presentation)
- Proficient in the Microsoft Office suite of software applications, with strong Excel skills
- Proven ability to gain and retain client confidence
- Ability to work efficiently within strict deadlines, where significant overtime may be required

Preference will be given to candidates who:

- Have performed in a similar role
- Are Bermudian or spouse of a Bermudian

Candidates will be required to attend an interview.

If interested please visit our website to apply: www.muft-investorservices.com/careers/

All enquiries will be dealt with in strict confidence.

Closing date: October 6, 2017