

Corporate Administrator

A global prestigious provider of corporate services, Conyers Corporate Services (Bermuda) Limited ("Conyers") supports large listed group structures, as well as local, international, private and trust related companies, with their statutory compliance, subsidiary governance requirements and Board support. Working within a well-known and successful law firm, we support interesting and varied technical transactional matters throughout the growth and life-cycle of our clients companies and partnerships.

This full-time role will be responsible for providing the day-to-day corporate administrative services to a varied portfolio including international and local companies.

What Will You Do

- Under the guidance of a Manager, provide corporate administration services to a complex portfolio of client entities. Day-to-day responsibilities will include statutory and regulatory compliance and supporting corporate transactions and board processes.
- Responsible for day-to-day communication and service delivery to clients and local regulatory bodies (in particular the Bermuda Monetary Authority and Registrar of Companies)
- Maintaining client corporate records according to the statutory and regulatory requirements set out by the Bermuda Companies Act 1981 and other relevant legislation
- Ensure that you manage the portfolio to deliver on key compliance and risk matters to meet regulatory and internal requirements
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business.
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to corporate administration workflows.

What You'll Need

- 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 (ICSA) preferred
- A working knowledge of the Corporate Services Providers Act 2012, The Bermuda Companies Act 1981 and other legislation as it relates to the regulation of Bermuda entities, as well as company secretarial practices
- Excellent client service skills and ability to interface effectively with clients and managers
- Excellent verbal and written communication and presentation skills
- Strong organizational, analytical and decision making skills and proven ability to multi-task and manage time effectively
- The ability to work to meet tight deadlines with minimum supervision
- 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: 7 March, 2018

Conyers Dill & Pearman is an equal opportunity employer welcoming applications from all sectors of our community.