

Head of Corporate Services (Bermuda)

Conyers Corporate Services (Bermuda) Limited ("Corporate Services") is an affiliate of Conyers Dill & Pearman and is one of the largest providers of corporate secretarial services in Bermuda. The Head of Corporate Services is responsible for overseeing the day-to-day operations and providing the necessary leadership, direction and management.

This position reports to the Head of Client Services of Conyers Dill & Pearman and will work closely with various Department Heads, as well as with designated Directors to take direction on legal matters and related strategies.

What Will You Do

- Accountable for leading a team of Corporate Managers in the successful sustainability of the firm's vision and delivery of service excellence
- Manage the day-to-day operations of Corporate Services and meeting the reporting requirements of the business in areas to include but not limited to performance, risk & compliance, personnel, training & development
- Review, set and monitor key performance objectives to ensure that management and administrative staff perform to the highest standard and meet the Corporate Services performance expectations, identifying on-going service delivery improvements
- Responsible for the development and performance of Corporate Services Managers to include providing training to newly hired Managers and working with Managers to delivery annual team training
- Management of a small portfolio and act as senior relationship manager with clients and primary point of contact in respect of service levels, ensuring that client contracts are fulfilled to a high standard and delivered on time
- Work alongside Compliance and Risk functions to oversee management of business risks and development of the risk management policy, promoting risk awareness within the business and fostering a culture of compliance
- Work with the Head of Client Services on the Corporate Services marketing strategy and initiatives to raise Corporate Services profile, while taking a proactive approach to establishing and developing relationships with key clients
- Monitor and keep abreast of relevant legislative and regulatory changes, ensuring that any changes are formalized into a project plan to effectively implement policy/system changes and relevant training within the business
- Act as a technical mentor, developing knowledge and practical capabilities and proactively managing and promoting the development of team knowledge and the development of key skills

What You'll Need

- University degree and relevant experience coupled with a professional qualification from ICOSA
- Minimum of 7 years relevant and demonstrable experience in a similar role including management of a large senior management team and change management experience
- Demonstrated ability to think strategically and determine impact of decisions on the firm
- Good inter-personal skills with proven ability to lead and promote a team environment
- 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 verbal and written communication and presentation skills
- Strong organizational, analytical and decision making skills and proven ability to multi-task and manage time effectively
- Willingness to work a flexible schedule

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: 12 March, 2018

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