

SENIOR CORPORATE ADMINISTRATOR

Harneys Corporate Services (Bermuda) Limited is seeking to recruit a talented and outstanding individual to fill the role of Senior Corporate Administrator. The ideal candidate will attend to the full range of corporate administrative tasks across a range of client sectors and should have a minimum of 8 years practical experience as a corporate administrator. The successful applicant will have obtained Corporate Secretarial Practice I & II, have a sound knowledge of Microsoft suite of applications, with advanced knowledge of Word and Excel and Viewpoint experience would be an asset. This role requires excellent interpersonal and communication skills, solid organizational skills, an ability to work independently along with a strong focus on client service and responsiveness, all of which are essential to this challenging and rewarding position.

To apply, please send your resume and two written references to:

Hiliary Every
Office Manager
Continental Building
2nd Floor, 25 Church Street
Hamilton HM 12

Or via email hiliary.every@harneys.com

Closing date: 19 March 2018