

Schroders

Schroders, a FTSE 100 company, is a world-class investment manager with £447 billion of assets under management. It has a large network of offices with 4,600 people across six continents who are focused on delivering innovative solutions to meet the needs of their clients.

Schroders (Bermuda) Limited is seeking a talented individual to fill the following position.

COMPANY SECRETARY

Reporting to the Head of Compliance and Corporate Secretariat, the successful candidate will be responsible for providing proactive governance and company secretarial services to a varied portfolio of clients including group investment holding companies, hedge funds, management companies, partnerships and other types of collective investment schemes in various jurisdictions including Bermuda.

Job Responsibility

- Provide proactive governance advice to the Boards of Directors and management to ensure our companies and funds operate within an appropriate governance model.
- Act as Secretary or Assistant Secretary to companies within a portfolio.
- Administer a portfolio of companies and other entities in accordance with the terms of company bye-laws, articles of association, partnership agreements, company law and internal policies and procedures.
- Interpret company law, partnership agreements, bye-laws and articles of association.
- Create and maintain corporate records, ensuring that all statutory meetings and filing deadlines are met.
- Prepare and collate notices and agendas, minutes, unanimous written resolutions, proxies, and all other reports and correspondence in connection with director and shareholder meetings whether held by telephone or in person.
- Assist in the support of the Company's business by maintaining existing relationships through direct contact with clients, including investment advisors, fund sponsors, fund administrators, associated lawyers, accountants, brokers and consultants.
- Liaise with clients, law firms, regulatory bodies and service providers both locally and internationally.

Requirements

The successful candidate for this position must possess the following qualifications and skills:

- The attitude and aptitude to provide a first class governance advisory service to a range of clients.
- Minimum education: University degree, ACIS or equivalent.
- 3-5 years recent experience in a legal/corporate administration position.
- Excellent oral and written communication skills.
- Excellent administrative and organizational skills.
- Strong working knowledge of PC based word processing.
- Experience with Blue Print or other corporate administration software would be an asset.
- Willingness to travel and/or work overtime as and when required.

The Company offers a comprehensive and competitive benefits package.

To apply, please send your resume and cover letter to human.resources@schroders.com or:

The Human Resource Department
Schroders (Bermuda) Limited
P O Box HM 1368
Hamilton HM FX
Phone: 292-4995
Fax: 292-2437

Closing Date: July 27, 2018