

## Assistant Corporate Manager

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.

The Assistant Corporate Manager is responsible for supporting the Corporate Manager and working with a team of corporate administrators to deliver service excellence.

### What Will You Do

- Responsible for overseeing and delivering superior service to a varied portfolio of companies and partnerships, building client relationships
- Act as a relationship manager with clients in respect of service delivery, ensuring that service excellence is provided within a timely manner
- Act as Company Secretary providing senior corporate administration services to clients, including liaising with clients and arranging/attending board meetings, statutory and regulatory compliance, governance and best practice advice
- Liaise with clients, directors, local regulatory bodies, attorneys, auditors and accountants on a time responsive basis
- Build internal and external networks to promote our service offerings and raise our team profile
- Liaise with our internal compliance/risk teams to ensure that we complete all compliance and risk matters in order to meet regulatory and internal requirements within your portfolio
- 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

- Associate or Fellowship Membership in the Institute of Chartered Secretaries and Administrators (e.g. FCIS/ACIS)
- A University degree in a relevant discipline, or equivalent, together with five years of corporate administration experience (including relevant Board experience)
- Excellent working knowledge of the Companies' Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Proven client relationship and portfolio management experience, to include attending meetings, taking and drafting minutes
- Excellent organizational and interpersonal skills, the ability to manage time effectively along with good decision making skills
- Strong oral and written capabilities

### Resume with references may be submitted in complete confidence to:

Human Resources Department  
Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
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**Email:** [Careers@conyersdill.com](mailto:Careers@conyersdill.com)  
**Closing Date:** 1 August 2018