

Senior Corporate Administrator

On behalf of our client, Frontline Ltd., we are seeking a Senior Corporate Administrator.

Responsibilities:

- Coordinating and attending Board and Committee Meetings and attending Special General Meetings and Annual General Meetings;
- Preparing proxy material, notices and agendas, and liaising with the different Group Managers regarding the convening of Board and Committee meetings;
- Drafting minutes of meetings of the Board, Board Committees, Special General Meetings, and Annual General Meetings;
- Liaising with the different Group Managers and Directors regarding attendance at meetings;
- Assisting in the maintenance of regulatory records of a large and very active group of companies of various domiciles;
- Assisting in the maintenance of regulatory corporate governance filings with the Registrar of Companies, BMA, BSX, SEC, NYSE, NASDAQ, OSE and similar;
- Assisting in the administration of a varied portfolio of companies, ensuring that they remain in compliance with local and external laws and regulations, and internal operating policies.
- Liaising with both local and overseas counsel as necessary on all corporate matters, as well as regulatory and compliance matters relating to the structure and operations of the various Group companies.

The successful candidate will have:

- A university degree and at least 3 years' proven experience as a Corporate Secretary in a publicly traded company requiring compliance with SEC, NYSE, and Sarbanes Oxley regulations, however, candidates without a university degree, but who have comparable knowledge gained via work experience will also be considered;
- ACIS, ICSA or LPC designation required;
- Excellent working knowledge of Bermuda company law;
- Proven working knowledge and experience in shipping finance transactions;
- Experience of Liberian and Marshall Islands corporations law;
- Some experience of NYSE, NASDAQ, OSE and BSX listing rules and applicable SEC regulations would be an advantage;
- Strong administrative and communication skills;
- Proven written skills (including minute taking with special attention to detail a necessity) and oral communication skills;
- Proficient in Microsoft Office suite of applications.

Please note that skills and knowledge will be tested during the interview process.

Interested candidates must provide a resume and two business references to sarah@elevateselection.ie. Closing Date: August 10, 2018.