

Estera Services (Bermuda) Limited is a leader in providing corporate and trust administration services to local and international companies, partnerships and trusts.

Corporate Administrator

Reporting to the Corporate Group Manager, the successful individual will provide corporate administrative services to a portfolio of local and international companies in a timely and efficient manner.

We require an experienced and highly motivated individual who will also be responsible for:

- Responds to requests from duly authorized client representatives for changes to the constitutional documents for each company.
- Ensure that annual company, business, filing and license fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities in a timely basis.
- Make application to and notify the relevant regulatory authorities in relation to changes in the constitution of each company as required.
- Convene Board and Shareholder meetings for each company and attend meetings for companies as required and provide advice on corporate secretarial matters. Ensure that related proxies are current and that there will be a quorum at such meetings.
- Record Board and Shareholder meeting minutes and draft and circulate such minutes to the appropriate parties.
- Ensure that the corporate records of each company are current, the company is in compliance and in good order and changes to the regulatory and administrative status of each company is maintained on a current basis.
- Assign daily work task activity to Administrative Assistants and assists with the identification and recommendation of seminars, workshops, lunch and learn session and work-related courses in support of the continual professional development of Administrative Assistants.

Knowledge, skills and experience required:

- A University degree in a relevant discipline, together with at least three years of corporate administration experience and
- Completion of Corporate Secretarial Practice I and II
- A working knowledge of the Companies Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Proficient in the use of the Microsoft Office suite of applications, specifically MS Word
- Excellent written and oral communication skills
- Good client relationship and organizational skills
- Excellent interpersonal skills with proven ability to promote a team environment and a strong work ethic

If you have a commitment to quality results and enjoy working in a demanding professional environment, please apply online by visiting the Careers section of our website at estera.com before **28 September 2018**.

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to the Human Resource Department, Estera Services (Bermuda) Limited, PO Box HM 1624, Hamilton HM EX.