

The **Platinum Group Ltd.** is seeking to register candidates for opportunities in the following job category:

TEMPORARY CORPORATE ADMINISTRATOR(S)

Responsibilities:

- Provide complete corporate administration services to a portfolio of companies
- Attend board meetings and distribute minutes
- Secretarial duties to companies as required
- Maintain the share register and the register of directors and officers

Requirements:

- Membership in the Institute of Chartered Secretaries and Administrators is preferred
- A minimum of 3 years recent experience as a Corporate Administrator is required
- Excellent interpersonal skills

Interested candidates please submit CV and supporting references to: **The Platinum Group Ltd., Sofia House, 48 Church Street, Hamilton HM 12, Bermuda, Tel: 441 296 4090 -**

email: careers@platinumgroup.bm Closing Date: January 18, 2019