

Assistant Corporate Secretary

Corporate Secretary

Closing Date: 22 May 2019

HSBC Bank Bermuda Limited ("the Bank") is seeking an Assistant Corporate Secretary to provide support to the Corporate Secretary in managing the Bank's Company Secretarial function in Bermuda.

Major responsibilities

- Responsible for organising, attending and recording the proceedings of Board, Board Committee, Shareholder, and management committee meetings.
- Responsible for maintaining statutory records/registers; filing statutory information and paying corporate and other fees.
- Responsible for understanding and acting upon changes in legislation and regulation in Bermuda relevant to the function.
- Responsible for overseeing the collection and maintenance of the Bank's corporate data and group structure and provision of information relating thereto.
- Responsible for assisting with the review, development, revisions and implementation of policies and procedures as required.
- Responsible for dealing with correspondence and general administrative duties as required in the provision of Company Secretarial services.
- Liaises with the internal Legal Counsel, shareholder, directors, senior management, regulators, accountants, and auditors on a variety of matters.
- Acts as/or supports the Business Information Risk Officer, Department Records Coordinator and Business Continuity Coordinator/or Business Continuity Plan Writer.

Minimum qualifications

- Qualified corporate secretary or equivalent professional designation or actively working/willing to work towards such designation
- At least 5 years' relevant experience in legal/corporate governance/administration position along with a comprehensive knowledge of Bermuda Company Law and relevant public statutes
- Strong communication and inter-personal skills including verbal/written skills and the ability to build and maintain relationships with key Stakeholders
- Proven ability to work well with all levels throughout the organisation, handle confidential and sensitive information, work independently and under pressure and handle multiple tasks
- Lateral thinking/problem solving/creativity
- Strong proficiency in Microsoft Word, Excel and Outlook
- Familiarity with EnGlobe entity management software usage, Boardvantage(MeetX) portal, Filemaker database usage and Visio would be preferred

Interested applicants are invited to apply by sending your résumé and cover letter to:

Email:

recruitment.dept@hsbc.bm

Fax: 299 6524

Post: Recruitment Department,
Human Resources, HSBC
Bank Bermuda Limited, 37
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at www.hsbc.bm. All enquiries will be held in strict confidence.

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www.hsbc.com/careers

At HSBC we are open to different ideas and cultures and live by our values of being dependable, open and connected. HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.

