

# Expertise

*We are retained to recruit by many of Bermuda's finest employers. Brookfield is one of them.*

Phone:  
441-296-0336

Email:  
bdajobs@expertise.bm



Street:  
8 Par-la-Ville Road,  
Mintflower Place, 2nd Floor,  
Hamilton, HM08

## Corporate Administrator

Brookfield is a global alternative asset manager with approximately \$200 billion in assets under management. We have over a 100-year history of owning and operating assets with a focus on property, renewable energy, infrastructure and private equity.

Brookfield is seeking a bright and energetic Corporate Administrator to join their growing team. The successful candidate will report to, and support, the Chief Executive Officer.

### Key Duties & Responsibilities:

- Assisting in the formation and termination of Brookfield Entities as required
- Preparing and maintaining the records of the Entities, ensuring that the relevant minute books are kept up to date, making all necessary filings including with the BMA and the Registrar of Companies. and ensuring regulatory and governance compliance
- Scheduling board and shareholder meetings, preparing and circulating notices and documents for consideration, drafting minutes, arranging for presenters to the meeting if necessary, attending and minuting meetings with appropriate follow up tasks
- Preparing and circulating written resolutions and supporting documents, and obtaining directors' signatures
- Drafting other material related to the business and administration of Entities that may be required from time to time including but not limited to share transfer instruments, promissory notes, secretary's/officer's certificates, and powers of attorney
- Reviewing and finalising funds-flow memoranda, drafting related resolutions, co-ordinating, preparing and arranging execution of related documents as necessary and completing any corporate steps such as share issuances, capital reductions or increases and making the necessary filings
- Ensuring executed copies of all documents are properly filed and saved
- Maintaining Blueprint records relating to the Entities
- Maintaining / updating beneficial ownership and economic substance records and making necessary filings as required
- Supporting the Brookfield Bermuda team as directed, including assisting with administration of Entities for absent or heavily-engaged team members
- Managing and completing any administrative or special projects as may be necessary from time to time

### Minimum Qualifications, Skills & Experience:

- Relevant Bachelor's Degree and/or relevant professional designation e.g. ACIS, paralegal designation etc.
- Minimum 5 years of experience in a corporate administration role
- Strong working knowledge of Word, Excel, and Outlook
- Excellent attention to detail - ability to work accurately and spot errors is essential
- Familiarity with legislation relating to Bermuda or Commonwealth companies and partnerships
- Ability to think critically, initiate activity, meet deadlines and deal with competing priorities
- Strong verbal and written communication skills with good relationship-building ability
- Responsibility and accountability for projects being undertaken

To apply please send your résumé to [bdajobs@expertise.bm](mailto:bdajobs@expertise.bm) or apply online at [www.BermudaJobs.com](http://www.BermudaJobs.com).

All enquiries will be dealt with in strict confidence.

**Closing Date: August 14, 2020**

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**Brookfield**