

# OCORIAN

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

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## Corporate Group Manager

We are seeking a motivated and hardworking individual to lead, direct and support those supervised ensuring that timely and efficient corporate administration services are provided to clients as well as provide corporate administration services to a portfolio of clients. The successful candidate will be responsible for:

- Provide the full range of corporate administration services to a portfolio of high profile companies while ensuring that each company records are current and in good order.
- Identify and recommend operating and administrative measures designed to improve performance and the efficiency of the delivery of corporate administration services
- Provide reports related to issues with time recording, variance billings, accounts receivable, AGMs, staffing and portfolio allocations
- Provide guidance and technical support to Corporate Administrators on corporate administration matters
- Assist with mentoring Corporate Administrators ensuring that they receive on-the-job training, adequate technical support, supervision and timely performance feedback
- Assist staff with variance billings to meet pre-set deadlines
- Monitor the collection of accounts receivable and provides guidance to staff as required

### Knowledge, skills and experience required:

- Membership in the Institute of Chartered Secretaries and Administrators (e.g., ACIS or FCIS).
- A University degree in a relevant discipline, together with at least eight years of corporate administration experience and completion of Corporate Secretarial Practice I and II.
- A minimum of 5 years managerial experience.
- 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.
- Experience using ViewPoint or similar corporate administration database would be an asset.
- Excellent supervisory management capabilities.
- Excellent written and oral communication skills.
- Good client relationship, organizational and time management skills.
- Promotes an atmosphere of cooperation, teamwork and support within the business.

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If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please apply online by going to in the Careers section of our website at [www.ocorian.com](http://www.ocorian.com) before 14th October 2020.

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

[ocorian.com](http://ocorian.com)

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