

## Liquidations Administrator

Under the guidance of the Liquidations Manager, this position will be responsible for assisting with administrating the procedures and activities as they relate to the liquidation of companies.

### What Will You Do

- Under the guidance of the Liquidations Manager, provide day to day administration services to support the liquidations process and team
- Gather required documents, liaising with clients, Registrar of Companies (ROC), and local and overseas banks
- Demonstrate a thorough knowledge of basic corporate administration
- Liaise with in-house lawyers and managers and external clients on companies
- Contribute towards the business as a whole in identifying process improvements, improvements in policies and procedures and any other service innovation changes that would improve the client experience
- Absolute devotion to data integrity with attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency and client service
- Settle liabilities and/or distributing assets in a timely manner; reviewing documents before placing companies in liquidation and other general correspondence.
- Produce standardized corporate documents
- Review and maintain all associated deadlines i.e. advertising
- Review and maintain company files and books through to completion
- Perform other related duties as required and assigned
- Assist and support other team members at busy times.

### What You'll Need

- At least three years' experience in a demanding administration role within a small but high volume producing department
- Prior experience in a liquidations department preferred
- Knowledge of local company legislation is considered an asset
- The ability to work to meet tight deadlines with minimum supervision
- Strong organizational, time management, decision making skills and the ability to multi-task
- Excellent client service skills and ability to interface effectively with clients and managers
- Possess excellent written and oral communication skills
- Knowledge and proficiency using Microsoft Office applications Word, Excel and PowerPoint
- Previous experience liaising with the ROC and other regulatory bodies would be considered an asset.

**Resume with references may be submitted in complete confidence to:**

Human Resources Department  
Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
**Tel:** (441) 295-1422      **Fax:** (441) 292-3134  
**Email:** [Careers@conyers.com](mailto:Careers@conyers.com)

**Closing Date:** March 18, 2021