

**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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## Senior Corporate Administrator

Under the guidance of the Corporate Group Manager, the successful individual will provide corporate administrative services to a portfolio of local and international companies in a timely and efficient manner.

We require an experienced and highly motivated individual who will also be responsible to:

- Provide the full range of corporate administration services to a portfolio of high-profile companies while ensuring that each company's records are current and in good order.
- Act as Secretary or Assistant Secretary.
- Provide supervisory support to mentor Trainee Corporate Administrators and new Corporate Administrators.
- Audit problematic companies and companies that have been transferred in from other companies and jurisdictions.
- Ensure that annual company, business, filing and license fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities in a timely basis.
- Make application to and notify the relevant regulatory authorities in relation to changes in the constitution of each company as required.
- Convene Board and Shareholder meetings for each company and attend meetings for companies as required and provide advice on corporate secretarial matters. Ensure that related proxies are current and that there will be a quorum at such meetings.
- Ensure that the corporate records of each company are current, the company is compliant and in good order and changes to the regulatory and administrative status of each company is maintained on a current basis.

### **Knowledge, skills and experience required:**

- Membership in the Institute of Chartered Secretaries (e.g. ACIS or FCIS) or a University degree in a relevant discipline, together with at least ten years of corporate administration 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, specifically MS Word
- Excellent written and oral communication skills
- Strong organizational, time management, decision making skills with the ability to multi-task and proven problem-solving abilities
- Excellent interpersonal skills with proven ability to promote a team environment and a strong work ethic

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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 the Careers section of our website at [www.ocorian.com](http://www.ocorian.com) before 9th April 2021.

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