

# Corporate Administrator

## Private Family Office

A small but very active private family office has immediate need for a second seasoned corporate administrator to handle an increasing demand for the proper administration of its portfolio of companies. The role presents an opportunity to be part of a new and exciting business with an established and expanding client base and provides an opportunity for personal and professional development. Given the entrepreneurial environment, the role involves tasks at various levels of complexity and requires attention to detail and a hands-on approach.

Working closely with a senior colleague and the Managing Director, you will -

- Be responsible for the complete management and delivery of quality corporate administrative services to a portfolio of companies and partnerships;
- Ensure that the corporate records of each company are current, in compliance and in good order and that changes to regulatory and administrative status of each company are maintained;
- Oversee records management and ensure all records required by regulation (as a minimum) are properly maintained and securely stored;
- Arrange for the certification of constitutional documents of each company;
- Schedule, arrange and attend Board, Shareholder and committee meetings;
- Organize the flow of documentation to the Board of Directors, including agendas and board packs;
- Arrange and attend signing sessions with the Board and the business;
- Draft agendas, minutes, written resolutions and reports;
- Ensure the Board of Directors is briefed on any legislative or regulatory issues relating to Bermuda company administration, and;
- Liaise with other entities and persons in the Group, in various jurisdictions, as may be necessary of the proper execution of the above.

You will be a Bermudian or spouse of a Bermudian with a relevant university degree or professional credentials and a minimum of ten years corporate administrative experience with Bermuda companies and partnerships. You will have working knowledge of Economic Substance, FATCA, CRS and the Bermuda Monetary Authority's INTEGRA system. A competitive compensation and benefits package is offered. Privacy and security are hallmarks of our operation.

Please apply in **complete confidence** by sending your CV, cover letter and personal email address to:

## Private Family Office

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