

Zobec Services Limited and affiliates are looking for an **Assistant Corporate Manager**.

Key Duties and Responsibilities Include:

- Overseeing the corporate and administrative services of a large portfolio of global entities in various areas including healthcare, mutual funds/fund managers, insurance and reinsurance;
- Administration of private trust companies and delegated trustee services;
- Assisting the Corporate Manager and/or Zobec Directors with leading a team(s) of corporate administrators including supervision and support of team members, training new staff and providing support in relation to changes in regulations and laws;
- Administration of Know Your Client and Anti-Money Laundering procedures, as well as FATCA and CRS procedures.

Minimum Education, Knowledge, Skills and Experience Required:

- ICSA designation;
- A Bachelor's degree from an accredited university;
- 5 + years' experience in the corporate services industry;
- Operational knowledge of Bermuda corporate and trust legislation;
- Experience with Viewpoint, Microsoft Office Suite, Outlook, Bermuda Monetary Authority (BMA) INTEGRA Portal and Registrar of Companies Portal.

Due to the international nature of our clients, must be prepared to work long hours as and when required, including Bermuda public holidays. Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and at least two (2) supporting employment references to: **Zobec Services Limited** H.P. House, 21 Laffan Street, Hamilton, HM 09, Bermuda email: walbouy@zobec.bm. **Closing date: August 2, 2021**