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Corporate Administrator

We are seeking an experienced Corporate Administrator to join a small, collegial, and busy single-family office. Reporting to the COO, this position will, among other things, be responsible for the administration of a portfolio of companies and partnerships in accordance with all relevant Bermuda laws and regulations.

Duties & Responsibilities:

- Maintain corporate records according to the statutory and regulatory requirements set out by the Bermuda Companies Act 1981 (the "Act") and other relevant legislation.
- Assisting with economic substance related matters and the relevant documentation and filings.
- Make application to and notify the relevant regulatory authorities in relation to changes in the constitution of each entity as may be required.
- Prepare internal board books for senior executives.
- Attend board meeting and prepare and send out notices for board and shareholder meetings, forms, minutes, resolutions and correspondence.
- Liaise with and maintain a professional relationship with internal and external stakeholders and other relevant third parties.
- Develop technical knowledge and practical capabilities through attendance at internal training events and self-drive research.
- Perform other related and ad-hoc duties as may be required and assigned. On occasion, this may involve the provision of some executive assistant functions to executives within the family office.

Minimum Qualifications, Skills & Experience:

- 5 years' experience in a similar corporate administration position.
- A corporate secretarial certificate from the ICSA is desirable.
- Demonstrated familiarity with the interpretation and application of the Bermuda Companies Act and Bermuda economic substance legislation and requirements.
- Experience managing trust structures, PTCs and related documentation would be an asset.
- Ability to adhere to and maintain absolute confidentiality of the business.
- Proven excellent organization and planning skills, be methodical, self-motivated, with strong attention to detail and the ability to deliver against deadlines (sometimes under time pressure).
- Proficient in Microsoft Word, Adobe, Outlook, PowerPoint, and the Bermuda Monetary Authority Integra database and the Registrar of Companies portal.
- Excellent written and oral communication skills.
- Excellent interpersonal skills with proven ability to enhance a small team environment and a strong work ethic.

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing Date: October 13, 2021