



## **CORPORATE ADMINISTRATOR**

M Q Services Ltd. (MQ), a licensed corporate service provider regulated by the Bermuda Monetary Authority (BMA), invites applications from suitably qualified and experienced individuals for the above position.

A Corporate Administrator is required in MQ's Corporate Services Department. The position will be responsible for administering a portfolio of local and exempted entities, including licensed insurers and other regulated entities. The duties will include preparing for and attending board meetings, liaising with board members and company advisors, preparing and maintaining statutory documents and records, handling regulatory filings and compliance matters and performing ancillary governance tasks to ensure compliance of the administered companies' legal obligations.

The successful candidate will have:

- A bachelors' degree level education, preferably with ACIS qualification and at least Corporate Secretarial Practice I and II.
- A minimum of five years' recent experience working in a corporate secretarial role managing a portfolio of international and local entities, incorporating entities and completing licensing applications for regulated entities and administration of licenses and permits.
- A working knowledge of anti-money laundering and anti-terrorist financing, FATCA and CRS practices.
- Proven experience performing due diligence checks for current and future clients while monitoring transaction activity from a compliance perspective.
- The ability to organize and manage a heavy workload with minimum supervision and to operate in a demanding environment where additional hours will be required from time to time to meet client demands.
- Experience with Viewpoint, PCLaw and the BMA's on-line filing systems (would be beneficial but not essential).
- Excellent written, oral communication and numerical skills.

Applications with detailed resume should be sent to: General Manager, Wakefield Quin Limited, Victoria Place, 31 Victoria Street, Hamilton HM 10 or by email to: [hr@wq.bm](mailto:hr@wq.bm)

Closing Date for applications: 31 December 2021

Licensed to conduct Corporate Service Provider Business by the Bermuda Monetary Authority