



Corporate Services Administrators

Walkers Corporate (Bermuda) Limited has two vacancies for Corporate Services Administrators and invites applications from suitably qualified and experienced persons.

You will be responsible for providing high quality, responsive, day-to-day corporate administrative services to a varied portfolio including international and local companies and partnerships.

SCOPE AND KEY RESPONSIBILITIES

- Provide corporate administration services to a portfolio of client companies and partnerships, including statutory and regulatory compliance and supporting corporate transactions and board processes.
- Responsible for communications with clients and local regulatory bodies and maintaining client corporate records according to the requirements set out in relevant legislation.
- Display and promote professionalism, quality service and a “can do” attitude to colleagues and clients.
- Build business relationships and proactively contribute to the commercial success of our business.
- Develop technical knowledge and practical capabilities through internal training, self-driven development and day to day exposure to corporate administration workflows.

KEY SKILLS AND QUALIFICATIONS

- Minimum of five years’ corporate administration experience including the provision of back office administration for board and shareholder meetings and ensuring compliance with corporate governance standards and industry best practice.
- Completion of Corporate Secretarial Practice I and II.
- A working knowledge of the Companies Act 1981, partnership legislation and regulations relating to the administration of companies and partnerships in Bermuda.
- The ability to work to meet tight deadlines with minimum supervision.
- Strong organizational, time management and decision making skills.
- Excellent customer service skills and ability to interface effectively with clients and colleagues.
- Proven written and oral communication skills.
- Strong IT competency including experience with Microsoft Word, Excel and PowerPoint.
- ViewPoint experience would be advantageous.

Walkers Corporate (Bermuda) Limited offers a dynamic working environment with opportunities for career progression and an excellent remuneration package, including a pension and fully covered health insurance.

Qualified applicants must submit a cover letter as well as a resume to:
Walkers Corporate (Bermuda) Limited
Delayne Bean, Office Manager
Park Place 55 Par-la-Ville Road, 3rd Floor
Hamilton Bermuda HM 11
(Recruitment.BDA@walkersglobal.com)

All enquiries will be dealt with in the strictest confidence.

Closing Date: 2 March 2022