



CORPORATE ADMINISTRATOR

Appleby Global Services Holdings (Bermuda) Limited, an affiliate of Appleby (Bermuda) Limited, is seeking qualified and experienced professionals to join our team.

We provide trust and corporate administration and board support services to local, multinational companies, and high net worth clientele through our subsidiaries Appleby Global Corporate Services (Bermuda) Ltd and Appleby Global Trust Services (Bermuda) Ltd.

PURPOSE:

Under the guidance of the Corporate Administration Manager, provide assistance with corporate administration services to a portfolio of client entities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist with day-to-day responsibilities, which will include statutory and regulatory compliance and supporting corporate transactions and board processes
- Assist with day-to-day communication and service delivery to clients and local regulatory bodies (in particular the Bermuda Monetary Authority and Registrar of Companies)
- Assist with maintenance of client corporate records according to company policy, and the statutory and regulatory requirements set out by the Bermuda Companies Act 1981, Trust Act 1975, and other relevant legislation
- Assist with onboarding process as required which would include but not limited to the completion of new business workflows, Integra submissions, preparation and filing of incorporation documents with the ROC, and assisting with preparation of organisational minutes as needed
- Meet business and client deadlines and take on administrative tasks necessary to deliver service excellence to our clients and proactively look for opportunities to improve systems and processes to increase efficiencies
- Handle day-to-day management and oversight of a portfolio of trusts in accordance with applicable laws, regulations, and the terms of governing instruments
- Prepare agendas, minute taking, drafting resolutions, follow-ups, maintaining trust documents, review of deeds and other ancillary documents
- Proactively take on and support additional responsibilities and administration tasks as required by Management and our clients

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- A minimum of 3 years' experience in Corporate and Trust Administration working for a Corporate Services Provider in a similar capacity
- A willingness to study towards professional qualifications (i.e. ICSA or STEP)
- ICSA Bermuda Branch – Certificates in Corporate Procedures I and II would be an asset
- Strong written and verbal communication skills
- Excellent organisational and time management skills
- Ability to work well within a team and using own initiative
- Proficiency using Microsoft Office products, specifically Word and Excel
- Knowledge of or previous experience using Viewpoint would be an asset

Please apply online by registering in the Careers section (Positions Available) at global-ags.com before **11 March 2022**.



global-ags.com

22 Victoria Street | Hamilton HM 12

T: 1 441 298 3300