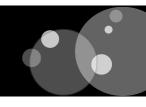
# APPLEBY

GLOBAL SERVICES



# SENIOR 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:

To manage a portfolio of high profile client companies by providing quality corporate administration services to local and international clients in a timely and efficient manner.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for the incorporation of entities and communications with the Registrar of Companies and Bermuda Monetary Authority, and required filings
- Responsible for the preparation of relevant incorporation/ formation materials and organisational minutes/resolutions, and statutory documents
- Act as Company Secretary providing superior corporate administration and board support services to entities
- Liaise with clients and arrange/attend board meetings, providing support with statutory and regulatory compliance, as well as governance and best practice
- Act as the relationship manager in respect of service delivery, ensuring service excellence at all times
- Maintain corporate records in accordance with company byelaws, all statutory and regulatory requirements, and regulations
- Build internal and external networks to promote our service offering and raise our company profile
- Act as a technical mentor for junior members of staff, developing knowledge and practical capabilities, and proactively promoting the development of the team

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Certifications in Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators (ICSA) is preferred
- 7 years of professional experience as a company secretary,
- Must have a good working knowledge of the Bermuda Companies Act 1981, and other relevant legislation
- Must be familiar with Bermuda AML/ATF legislation and relevant obligations
- Must be highly organized, with strong written and verbal communication skills
  Experience with Viewpoint administration software would
- be an assetMust have experience forming Limited Companies,
- Partnerships, and LLCs
  Must have experience with Integra filings
- Must have experience with integral inings
   Must have experience with interpersonal skills to promote a
- team environmentMust have proven client relationship and portfolio management experience, including relevant Board
- experience, and the taking and drafting of detailed minutes
  Must have experience running board meetings at a
- senior level
  Must have excellent time management and decision making skills to meet tight deadlines with minimal supervision

Please apply online by registering in the Careers section (Current Job Vacancies) at global-ags.com before **25 March 2022.** 



global-ags.com

22 Victoria Street | Hamilton HM 12 T: 1 441 298 3300