



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 bylaws, 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 asset
- Must have experience forming Limited Companies, Partnerships, and LLCs
- Must have experience with Integra filings
- Must have excellent interpersonal skills to promote a team environment
- Must 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-ag.com before **25 March 2022**.



global-ag.com

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