

Senior Corporate Administrator

Carey Olsen Services Bermuda Limited is looking for a Senior Corporate Administrator to join one of Bermuda's newest and fastest-growing corporate service provider businesses. We are fully integrated with the global Carey Olsen law firm group, and pride ourselves on providing a superb client service within a dynamic, cooperative and friendly team environment.

As part of our entrepreneurial team, you will play a key role in the proactive development and delivery of the highest standard client corporate services, with the full support of senior management. Our clients include a diverse range of companies, LLCs and partnerships, and you will assist with their statutory and regulatory compliance and support of their corporate meetings, transactions and governance processes. You will also be actively encouraged to contribute towards the business as a whole by identifying improvements in processes, policies and procedures and any other service innovation changes that would further improve the client experience and ensure the highest standards of regulatory compliance and risk management for the business.

We are looking for candidates who bring enthusiasm, energy and flexibility to the role, with the desire to strive and go the extra mile. You must have a minimum of five years' experience working within a fast-paced corporate services business and be able to demonstrate strong communication skills and the highest ethical and service standards, professionalism and integrity. Technical proficiency in the use of the Viewpoint entity administration system and the Microsoft Office suite of products (Word, Excel, Powerpoint) is essential, and experience with the Elite billing and timekeeping systems would be an asset.

Training and development are as important to us as they are to you, and with Carey Olsen Services, you will have an opportunity to develop your skill-set and qualifications supported by a strong and established team who are among the best in the market. We are looking for candidates who have degree-level education and who are well advanced in obtaining formal Chartered Governance Institute (formerly ICSA) or equivalent corporate governance qualifications, and who are seeking to progress further. We will support your development.

Minimum Qualifications:

- At least 5 years' client-facing corporate services experience
- Bachelor's Degree in relevant field
- Graduate (or active Student) of the Chartered Governance Institute
- Strong working knowledge of the Companies Act 1981 and the statutory and regulatory corporate requirements applicable to the administration of entities in Bermuda;
- Experience in the use of Viewpoint entity administration software, and Microsoft Office suite of applications is essential. Experience in Elite and/or 3E billing and timekeeping systems preferred.
- Excellent written and oral communication, client relationship, organizational, time management and interpersonal skills

Qualified candidates should submit a covering letter and resume to tiffany.tavares@careyolsen.com or to the attention of Tiffany Tavares, Rosebank, 5th Floor, 11 Bermudiana Road, Pembroke, Hamilton HM 08. Tel 542 4503. All enquiries will be treated confidentially.

Closing date: 25 March 2022