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Corporate Services Administrative Assistant

Brookfield is a global alternative asset manager with approximately \$200 billion in assets under management. We have over a 100-year history of owning and operating assets with a focus on property, renewable energy, infrastructure and private equity.

Brookfield is seeking a proactive and confident Corporate Services Administrative Assistant to join their growing team. The successful candidate will provide administrative corporate services support for entities forming part of the Brookfield Asset Management Inc. group of companies.

Key Duties & Responsibilities:

- To support the other members of Brookfield in facilitating the seamless operation of Brookfield and the formation and termination of the entities as directed
- Assisting team members in ensuring that the entities maintain compliance with all applicable governance, statutory and regulatory obligations including, but not limited to, ensuring that relevant minute books, other paper records and diligent entities are kept up to date and that necessary filings (including Integra and RoC) are made in a thorough and timely manner
- Assisting with the preparation of secretary's certificates and compiling attachments including incumbencies
- Obtaining and applying e-signatures for certificates, resolutions and other documents as required and saving the executed documents
- Assisting team members with coordinating the notarization of documents either internally or externally and coordinating the apostille and courier of such certified documents as required
- Providing assistance with key annual tasks including the filing of annual Declarations and annual government fees via the RoC Portal and coordinating the AGMs
- As skills and experience increase, assisting with drafting of documents including meeting notices, written resolutions, and assisting with periodic attestations on diligent entities
- Supporting Corporate Administrators as directed, including assisting with administration of the entities for absent or heavily-engaged team members
- Assist in executing ad hoc projects as directed by team members and/or the Chief Executive Officer

Minimum Qualifications, Skills & Experience:

- 1-2 years' experience in a legal corporate administration or trust administration environment
- Demonstrated history of performing well both autonomously and as part of a team
- Well-developed problem solving and prioritization skills
- The ability to develop and maintain productive inter-personal relationships with internal and external stakeholders
- Must have excellent attention to detail, with ability to think critically, take initiative and prioritize effectively to meet deadlines
- Ability to manage moderate levels of stress associated with a fast paced, transaction-oriented business
- Strong working knowledge of Word, Excel, and Outlook

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing date: April 12, 2022

Brookfield