

On behalf of our client, Compass Administration Services Ltd. ["CASL"] we are seeking Corporate Administrators. CASL is the affiliated corporate services provider for ASW Law Limited and provides full corporate administration services to Bermuda's local and exempted companies in a wide range of sectors. These positions report to the Corporate Managers and the Head of Corporate Services.

The successful candidates will:

- Administer the day-to-day corporate affairs of an assigned portfolio of client entities while ensuring that each entities records are up to date and in good order.
- Convening, attending and recording minutes of board and shareholder meetings and preparing written resolutions and consents as required by client entities.
- Preparing applications for incorporating/forming Bermuda entities.
- Completing all necessary regulatory filings for client entities and ensuring client entities comply with all applicable Bermuda legislature.
- Ensuring client entities comply with anti-money laundering and anti-terrorist financing legislation and that required compliance documentation is obtained from clients.

Knowledge, skills and experience required:

- Associate member of The Chartered Governance Institute (formerly "ICSA") ("ACG"/"ACIS" designation or equivalent).
- A university degree in a relevant discipline together with a minimum of three years' experience working as a corporate administrator.
- Experience attending meetings and taking/ drafting minutes.
- Excellent client communication (both oral and written) and interpersonal skills.
- Strong computer skills including Microsoft Office suite.
- Ability to work to meet tight deadlines with minimum supervision and willingness to work extended hours outside of normal business hours as necessary.

Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and at least two (2) supporting employment references to: **The Platinum Group Ltd., "Suite 302" St. James Court, Flatts Village, Smith's Parish, FL 04, Bermuda, Tel: 441 296 4090 email: careers@platinumgroup.bm.**
Closing date: June 3rd, 2022