

# OCORIAN

Ocorian is a global leader in corporate and fiduciary services, fund administration and capital markets. Wherever our clients hold financial interests, or however they are structured, we provide compliant, tailored solutions that are individual to their needs.

---

## SENIOR CORPORATE ADMINISTRATOR

To provide quality corporate administrative services to a portfolio of local and international companies in a timely and efficient manner as well as assist the Corporate Group Manager as required with good governance practices.

### MAIN RESPONSIBILITIES

- Provide senior corporate administrative services to a portfolio of companies in accordance with the principal duties and carry out other responsibilities including acting as Secretary or Assistant Secretary to companies as required.
- Respond to requests from duly authorized client representatives for changes to the constitutional documents for each company, eg, increases and reductions of share capital, changes of name, amendments to the Bye Laws and/or the Memorandum of Association/Incorporating Act, etc.
- Convene Board and Shareholders' meetings for each company and attend meetings as required for the purpose of advising on secretarial matters, minute taking and drafting/circulating such minutes to the appropriate parties.
- Ensure that annual company, business, filing, and license fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities.
- Ensure that the corporate records of each company are current, in compliance and the changes to the regulatory and administrative status of each company is maintained in ViewPoint on a current basis.
- Maintain current billing, contact, and address information for each company using the Interaction database.
- Complete time recording daily for posting to the accounting records for each company.
- Ensure the annual service and variance fee invoices are produced and distributed for each company.
- Assist with preparing applications for incorporating all types of Bermuda companies and partnerships.
- Assists Management with the general administration of client and company processes including the opening of bank accounts, maintaining registers, minute books, and financial statements/quarterly management accounts for each company.
- Perform any such other activities as may be reasonably required by the role.

### KNOWLEDGE, SKILLS, AND EXPERIENCE

- University degree in a relevant discipline paired with a minimum of 10 years of corporate administration experience.
- Membership in the Institute of Chartered Secretaries and Administrators (e.g. ACIS or FCIS)
- A working knowledge of the Companies Act, 1981 and statutory regulations relating to the administration of companies in Bermuda.
- Proven problem-solving abilities relating to the administration of companies in Bermuda.
- Proficient in the use of the Microsoft Office suite of applications, specifically MS Word and ViewPoint.
- Excellent written and oral communication skills.
- Good client relationship, organizational, and time management skills.
- Excellent interpersonal skills.

If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please confidentially apply to Jessica Redford, Island Employment Partners Ltd. at [jessica@iep.bm](mailto:jessica@iep.bm) or 296-0497 before August 22, 2022.

Follow us.  