



CORPORATE ADMINISTRATION ASSISTANT

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:

Under the guidance of the Director of Corporate Services and Senior Corporate Administrators, provide assistance with corporate administration services to a portfolio of client entities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist with day-to-day responsibilities, which will include statutory and regulatory compliance and supporting corporate transactions and board processes.
- Assist with day-to-day communication and service delivery to clients and local regulatory bodies (in particular the Bermuda Monetary Authority and Registrar of Companies).
- Assist with maintenance of client corporate records according to company policy, and the statutory and regulatory requirements set out by the Bermuda Companies Act 1981, Trust Act 1975, and other relevant legislation.
- Meet business and client deadlines and take on administrative tasks necessary to deliver service excellence to our clients and proactively look for opportunities to improve systems and processes to increase efficiencies.
- Pro-actively take on and support additional responsibilities and administration tasks as required by Management and our clients.
- Develop technical knowledge and practical capabilities through attendance at internal and external training events, self-driven research, and day-to-day exposure to corporate administration workflows.
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- At least 1 year experience working for a Trust or Corporate Services Provider in a similar capacity in Bermuda.
- ICSA Bermuda Branch – Certificates in Corporate Procedures I and II would be an asset.
- Strong written and verbal communication skills.
- Proactive approach to tasks.
- Excellent organisational and time management skills.
- Ability to work well within a team and using own initiative.
- Proficiency using Microsoft Office products specifically Word, and Excel.
- Knowledge of or previous experience using Viewpoint would be an asset.

Please apply online by registering in the Careers section (Positions Available) at global-ag.com before **16 December 2022**.



global-ag.com

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