

## Corporate Administrator

A global prestigious provider of corporate services, Conyers Corporate Services (Bermuda) Limited ("Conyers") supports large listed group structures, as well as local, international, private and trust related companies, with their statutory compliance, subsidiary governance requirements and Board support. Working within a well-known and successful law firm, we support interesting and varied technical transactional matters throughout the growth and life-cycle of our clients' companies and partnerships.

Under the guidance of a Corporate Manager, this full-time role will be responsible for providing day-to-day corporate administrative services to a varied portfolio including international and local companies.

### What Will You Do

- 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
- Provide administration of companies and partnerships in accordance with Company policy and legislation
- Act as a point of contact for client companies, their boards of directors and associated Conyers lawyers
- Maintain client corporate records according to the statutory and regulatory requirements set out by the Bermuda Companies Act 1981 and other relevant legislation
- Manage the portfolio to deliver on key compliance and risk matters to meet regulatory and internal requirements
- Prepare forms, minutes, resolutions and correspondence and attend to government filings
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day-to-day exposure to corporate administration workflows

### Board Support

- Prepare agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points
- Convene and service AGMs, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments
- Ensure policies, regulatory, or statutory changes that might affect the organization are up to date and approved by the committee
- Maintain statutory books, including registers of members, directors, and secretaries

### What You'll Need

- A certification in Corporate Secretarial Practice I and II preferred
- At least three years of corporate administration experience to include; sound minute taking, excellent writing skills and committee administration to ensure compliance with corporate governance standards and industry best practice
- A corporate secretarial qualification from the ICSA for this position is not a prerequisite but a commitment to gain such a qualification will be supported by Conyers.
- Board level experience, having attended Board and Committee meetings in a sophisticated business environment
- A working knowledge of the Companies' Act and statutory regulations relating to the administration of companies in Bermuda preferred
- Knowledge and proficiency using Microsoft Office applications Word, Excel and PowerPoint
- Keen attention to detail with excellent written and oral communication skills
- Ability to interface effectively with clients and managers to provide excellent client service
- Strong organizational, time management, decision making skills and the ability to multi-task
- Ability to work efficiently to meet tight deadlines with minimum supervision

**Resumes with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
**Tel:** (441) 295-1422 | **Fax:** (441) 292-3134  
**Email:** [careers@conyers.com](mailto:careers@conyers.com)

**Closing Date:** December 19, 2022

**Conyers Corporate Services (Bermuda) Limited is licensed to conduct Corporate Service Provider Business by the Bermuda Monetary Authority.**