



## **CORPORATE ADMINISTRATOR**

MQ Services Ltd. (MQ), a licensed Corporate Service Provider regulated by the Bermuda Monetary Authority (BMA), invites applications from suitably qualified and experienced individuals for the above position.

The Corporate Administrator will be responsible for administering a portfolio of local and exempted entities, including licensed insurers and other regulated entities. The duties will include preparing for and attending board meetings, liaising with board members and company advisors, preparing and maintaining statutory documents and records, handling regulatory filings and compliance matters and performing ancillary governance tasks to ensure compliance of the administered companies' legal obligations.

The successful candidate will have:

- A bachelors' degree level education, preferably with ACIS qualification, and at least Corporate Secretarial Practice I and II
- A minimum of five years' recent experience working in a corporate secretarial role managing a portfolio of international and local entities, incorporating entities and completing licensing applications for regulated entities and administration of licenses and permits
- Robust experience performing Know-Your-Client procedures
- A working knowledge of anti-money laundering and anti-terrorist financing regulations, FATCA and CRS practices, and the Bermuda Companies Act 1981
- The ability to organize and manage a complex portfolio with minimal supervision and to operate in a demanding environment where additional hours will be required from time to time, to meet client obligations
- Experience with Viewpoint, PCLaw and the BMA's on-line filing systems would be an asset
- Excellent written and verbal communication skills and familiarity with financial reporting
- Strong interpersonal skills to flourish in a team environment

Applications with detailed resume should be sent to: General Manager, Wakefield Quin Limited, Victoria Place, 31 Victoria Street, Hamilton HM 10 or by email to: [hr@wq.bm](mailto:hr@wq.bm)

Closing Date for applications: 30th December, 2022