



Island Employment Partners Ltd.

- Human Resources
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For more information, or to confidentially apply, please contact:

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January 14, 2023

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Senior Corporate Administrator

Our client, Golar LNG, is incorporated in Bermuda as an exempt company and listed on Nasdaq and Oslo Børs stock exchanges.

Reporting to the Company Secretary and Managing Director, the Senior Corporate Administrator will be responsible for providing corporate administrative services, board support and other corporate governance and compliance related duties to the Company, its subsidiaries, and affiliated entities, including publicly listed entities.

Key Areas of Responsibility:

- Maintaining and updating the corporate records, database, and files, including, but not limited to, minutes, directors', and officers' registers, register of members and any other statutory registers.
- Assisting with shareholders, board of directors and committee meetings in accordance with the terms of the constitutional documents and the Companies Act 1981.
- Drafting and distributing documents relating to corporate secretarial transactions in timely manner, including but not limited to notices, agendas, minutes, correspondence, powers of attorney, officer certificates, share certificates and share transfer related documents.
- Liaising with directors, senior management, external agents, legal counsels, auditors, and other relevant parties in preparation of shareholders, board of directors and committee meetings.
- Assisting with and attend to statutory and regulatory filings and record keeping such as the economic substance declarations, payment of annual government or regulatory fees, and regular KYC due diligence in compliance with applicable laws, regulations, listing requirements, internal policies, and governance procedures.
- Assisting with incorporating, organizing, and dissolving/liquidating Bermuda and other offshore companies, and liaising with liquidators, external agents, or legal counsels in relevant jurisdictions, as and when necessary.
- Acting as Secretary and/or Assistant Secretary for various subsidiary companies as required.
- Participating in on-going development/training of technical knowledge, practical capabilities and changes in corporate governance matters, regulations, and legislations of Bermuda.
- Contributing towards the business by identifying improvements in policies and procedures.

Candidate Requirements:

- A minimum of five (5) years' experience in corporate administrative experience in a corporate service provider (CSP) environment or professional firms.
- A University Degree, completion of the Chartered Governance Institute (formerly ICSA) or equivalent corporate governance qualifications.
- Strong working knowledge of company secretarial practice, the Companies Act 1981 and online platforms relating the administration of companies in Bermuda including the BMA Integra and Registrar of Companies.
- Excellent proficiency in the use of the Microsoft Office suite of products and the use of board support applications such as Diligent.
- Exceptional written and verbal communication, attention to detail and interpersonal skills.
- Exhibits the qualities of a team player and acts, on occasion, as a team leader, providing guidance and coaching.
- Ability to work independently demonstrating strong organizational and decision-making skills with capability to meet deadlines under pressure.
- Experience working with and sound knowledge of publicly listed companies on NASDAQ, NYSE and/or Norway stock exchanges, an asset
- Knowledge of statutory and regulatory corporate requirements in other jurisdictions such as Cayman or Marshall Islands.