



## CORPORATE & TRUST ADMINISTRATOR

**Appleby Global Services Holdings (Bermuda) Limited**, an affiliate of Appleby (Bermuda) Limited, is seeking qualified and experienced professionals to join our team.

We provide a range of services to institutions, global corporate organisations and high net worth clients, representing a wide diversity of industry sectors. Our services in Bermuda include: Incorporations; Administration Services (Registered Office, Company Secretarial, Board Support, Statutory Records Maintenance, Director Services); Protector Services; Trust Services; Listing Services.

### PURPOSE:

Under the guidance of a Corporate Administrator and the Directors, provide assistance with corporate and trust administration services to a varied client portfolio of both companies and trusts.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintenance and administration of a portfolio of corporate and trust clients in accordance with company policy, and the statutory and regulatory requirements set out by the applicable legislation and governing instruments.
- Maintaining corporate and trust transactions and managing board processes, including preparation of agendas, minute taking, drafting resolutions, following up clients and maintaining statutory documents.
- Assist with day-to-day responsibilities, which will include statutory and regulatory compliance, business workflows in ViewPoint, Integra submissions, preparation and filing of documents with the ROC, the BMA and BSX.
- Assist with day-to-day communication and service delivery to clients and local regulatory bodies, in particular the BMA, the ROC and BSX.
- Assisting the team with all requests and liaison with tax, accounting, legal advisors, investment advisers and banks.
- 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.
- Proactively take on and support additional responsibilities and administration tasks as required by Management and our clients.
- Actively participate in various working groups aimed at achieving operational objectives.
- 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 one year of experience working for a Corporate Services Provider in a similar capacity in Bermuda.
- Willingness to study towards professional qualifications (i.e. ICSA, CGI or STEP).
- ICSA Bermuda Branch – Certificates in Corporate Procedures I and II would be an asset.
- Strong written and verbal communication skills.
- Must take a proactive approach with assigned tasks and demonstrate willingness to contribute to the success of the Team.
- 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 (Current Job Vacancies) at [global-ag.com](http://global-ag.com) before **10 February 2023**.



[global-ag.com](http://global-ag.com)

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