

Liquidations Administrator

We are looking for an accomplished Administrator to join our team as a Liquidations Administrator. This position will be responsible for administering the procedures and activities required to wind up companies.

What Will You Do

- Provide day to day administrative services to support the liquidations process and team
- Gather required documents, liaise with clients, Registrar of Companies (ROC) and with local and overseas banks
- Review and understand company balance sheets
- Draft and publish required liquidation documents
- Demonstrate a thorough knowledge of corporate administration
- Liaise with in-house lawyers and managers and external clients on companies
- Demonstrate a keen attention to detail in all activities, with particular focus on utilising systems to their maximum potential to drive efficiency and client service
- Settle liabilities and/or distribute assets in a timely manner; review documents before placing companies in liquidation and other general correspondence
- Review and maintain all associated deadlines i.e. advertising
- Review and maintain company files and minute books through to completion
- Perform any other related duties as required and assigned
- Assist and support other team members during busy periods

What You'll Need

- A university graduate with an excellent academic background or equivalent experience in a professional services environment
- A minimum of three years' of comparable experience working in a professional services firm (legal, accounting, audit or compliance background would be beneficial)
- Knowledge of corporate governance, relevant local laws and regulatory requirements
- Sound knowledge and proficiency using Microsoft Office applications: Word, Excel
- Ability to use initiative and possess sound decision making skills
- Strong organizational and time management skills; proven ability to efficiently manage multiple tasks with competing deadlines
- Excellent client service skills having the ability to interface effectively with clients and managers
- Possess excellent written and oral communication skills
- Prior experience liaising with the Registrar General and other regulatory bodies is considered a plus

Resume with references may be submitted in complete confidence to:

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

Closing Date: March 13, 2023