

Onboarding Administrator

The Onboarding Administrator will be responsible for administrative procedures and activities as they relate to new business that will include either transfer in from other corporate service providers, or an incorporation of companies, which may include the formation of partnerships, private trust companies, investment funds and exempt companies; to the obtaining of permits for overseas companies and the continuance of foreign companies into Bermuda.

What Will You Do

- Under the guidance of the Onboarding Manager, the Onboarding Administrator will provide day to day administrative services in relation to the onboarding of new business, whether it be a transfer in from another local service provider or the incorporation of companies
- Proactively work as part of the new business team to obtain and process required onboarding documents, liaising with clients, lawyers and managers, Accounts department; Registrar of Companies, Bermuda Monetary Authority, and local banks, if necessary
- Prepare and/or review of standardized statutory and organizational corporate documents
- Ensure compliance with all applicable laws, regulations and internal policies and procedures, including those related to the prevention of anti-money laundering and terrorist financing and the reporting of suspicious activity or transactions, client due diligence and record keeping is implemented and adhered to
- Demonstrate a thorough knowledge of basic corporate administration in accordance with the Companies Act, 1981 and other relevant legislation
- Demonstrate understanding of structure charts; specifically complex structures
- Liaise with Compliance Department regarding due diligence requirements in accordance with Bermuda Law and Conyers' internal policies and procedures
- Meet business and client deadlines, and complete additional tasks when required to ensure a smooth transition in connection with transfer in of companies, and seamless incorporation of companies
- Ensure services are delivered to a high standard, on time and within our operating model; building internal networks and business relationships, where appropriate to proactively contribute to the commercial success of our business
- General housekeeping and administration duties, including but not limited to: setting up matter numbers, ordering minute books and seals; to ensuring an effective administration of workflows within the team in line with the firm's operating policies
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to workflows within the incorporations department

What You'll Need

- A minimum of five years successful experience in a corporate/incorporations administration role
- Knowledge of Bermuda legislation to include the Bermuda Companies Act, 1981 and other relevant legislation
- Ability to prepare complex, properly formatted documents using styles, section formatting, and tables in Microsoft Word and Excel
- Proven ability to transcribe legal documents, correspondence and reports from rough draft
- Possess excellent communication, interpersonal and analytical skills
- Ability to act on own initiative as well as perform effectively as a team player
- Proven ability to exercise discretion and confidentiality
- Experience liaising with the Registrar General and other regulatory bodies

Resumes 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

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