

# APPLEBY

**Appleby Services (Bermuda) Ltd.** is an affiliate of the Appleby Group and is a leader in providing corporate and trust administration services to local and international companies.

## Corporate Administrators

We are seeking qualified, motivated individuals to manage the corporate administrative needs of our clients' companies, partnerships and trust arrangements. Reporting directly to a Corporate Group Manager, the successful candidates will be responsible for:

- Administering the day-to-day corporate affairs of an assigned portfolio
- Convening board and shareholder meetings in accordance with the Companies Act 1981
- Complying with the provisions of other Bermuda legislation such as the Insurance Act 1978, the Investment Business Act 2003, the Trusts (Regulation Of Trust Business) Act 2001 and the Investment Funds Act 2006
- Ensuring that entities' records are up-to-date and in good order
- Completing any regulatory filing for each entity as required

## Knowledge, skills and experience required:

- A minimum of three years' office experience working in an administrative or secretarial role
- A university degree
- Proficiency in using the Microsoft Office suite of programs
- Proven client relationship, communication, organisational, supervisory and interpersonal skills
- A strong sense of commitment, responsibility and a good command of the English language
- The ability to work to sometimes tight deadlines with a minimum of supervision

As some training will be provided where necessary, candidates with any or all of the following will be preferred:

- Prior experience as a corporate administrator
- Experience in attending meetings, and taking and drafting minutes
- A working knowledge of the Companies Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Completion of typical qualifications such as Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators
- Experience in ViewPoint or similar corporate administration database

Please apply online by registering in the Careers/Positions Available section of our website at [www.applebyglobal.com](http://www.applebyglobal.com) before **25 March 2011**.

[applebyglobal.com](http://applebyglobal.com)

**THE RIGHT PEOPLE. THE RIGHT PLACES. THE RIGHT CHOICE.**

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to:

Robin Tucker	<b>Bahrain</b>	<b>Isle of Man</b>
Human Resource Officer	<b>Bermuda</b>	<b>Jersey</b>
Appleby	<b>BVI</b>	<b>London</b>
PO Box HM 1179	<b>Cayman</b>	<b>Mauritius</b>
Hamilton HM EX	<b>Hong Kong</b>	<b>Seychelles</b>
Closing Date: 25 March 2011	<b>Guernsey</b>	<b>Zurich</b>