

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.

Trainee Corporate Administrators

We are seeking applications from Bermudians and Spouses of Bermudians who are interested in becoming Corporate Administrators. The successful candidates will be trained to manage the corporate administrative needs of a portfolio of local and international clients. Reporting directly to a Corporate Group Manager, the successful candidates will, after a period of training, be required to manage day-to-day corporate affairs, ensuring that corporate records are up-to-date and in good order, and that regulatory filings are completed as necessary.

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
- Excellent communication, organisational and interpersonal skills, and good note-taking abilities
- A strong sense of commitment, responsibility and a good command of the English language

Desirable but not essential:

As full training will be provided, prior experience or relevant qualifications are not pre-requisites. However, candidates with any or all of the following will be preferred:

- Experience in attending meetings, and taking and drafting minutes
- Basic knowledge of the Companies Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Completion of Corporate Secretarial Practice I and II or a relevant certificate from the Institute of Chartered Secretaries and Administrators
- Experience using ViewPoint or similar corporate administration database

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

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
Human Resource Officer
Appleby
PO Box HM 1179
Hamilton HM EX

Bahrain	Isle of Man
Bermuda	Jersey
BVI	London
Cayman	Mauritius
Hong Kong	Seychelles
Guernsey	Zurich

Closing Date: 25 March 2011