



## CORPORATE ADMINISTRATOR

**We are seeking a Corporate Administrator to deliver excellent work and superior service to clients which contributes to the organization's reputation for excellence by providing highly efficient and effective administrative support.**

### Key Job Accountabilities

- Maintaining a complex portfolio of client companies with a demonstrated ability to provide exemplary services to corporate clients.
- Responsible for communications with client and local regulatory bodies (in particular the BMA, ROC and Corporate Banking representatives) and maintaining client corporate records according to the requirements set out by the Bermuda Companies Act.
- Displays professionalism, quality service and a "can do" attitude to internal members, as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person.

### Key Job Requirements

- A minimum of five years proven experience working in a corporate secretarial or corporate administrative role
- Certification in Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators preferred
- Working knowledge of Bermuda company law, as well as secretarial practices preferred
- Strong organizational, time management and decision making skills
- Excellent customer service skills
- Proven written and oral communication skills
- Strong Computer skills using the following Microsoft Office applications: Word, Excel,
- PowerPoint.
- Individual must possess the ability to interface effectively with clients and managers

**Résumés with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

**Fax:** (441) 292-3134

**Email:** [careers@conyersdill.com](mailto:careers@conyersdill.com)

Closing date: May 13, 2011

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