

WAKEFIELD QUIN LIMITED
(Barristers & Attorneys)

require a

CHARTERED SECRETARY

A Chartered Secretary is required to take responsibility for a portfolio of international companies, partnerships and investment funds. This will include preparation for and attendance at Board meetings, liaison with board members and company advisors and the maintenance of statutory records (both computerized and manual).

The successful candidate will have:

- ACIS qualification with a minimum of five years experience of working in a company secretarial role.
- The confidence and maturity to deal with demanding international clients.
- The ability to organize workload with minimum supervision and to operate in a busy environment where deadlines are a feature of the work.
- Excellent written, oral communication and numerical skills.
- Computer literacy and experience of company secretarial software.

Applications with detailed resume should be addressed to:

Wakefield Quin Limited

Victoria Place

31 Victoria Street

Hamilton HM 10, Bermuda

Attention: B. Chambers

or by email to: bchambers@wq.bm

Closing Date for applications: 17th June, 2011