



## **The Business**

Apex Fund Services Ltd is a growing fund and corporate administration company focused on the provision of tailored client service within the offshore fund industry. Apex Fund Services Ltd provides administration services to offshore and onshore hedge funds from our 23 servicing centers worldwide.

## **Position offered**

### **Senior Corporate Administrator**

We are currently hiring at the above level within the organization. We are looking for a highly motivated individual with a particular focus on attention to detail and service standards.

#### **Responsibilities:**

- Report to the Group Corporate Services Manager and be congruent in the team's goals and objectives
- Assist the Group Corporate Services Manager as directed
- Manage a minimum portfolio of 80 complex hedge funds, mutual funds and companies
- Perform the role of Senior Corporate Secretary
- Working knowledge of Bermuda Companies Act, Investment Funds Act and SAC Act
- Working knowledge of Bermuda, Cayman and BVI regulations
- Ensure all deliverables are met on a timely and accurate basis
- Ability to work at detailed and summary level, and ability to excise judgment
- Adhere to the companies client and staff service standards
- Experience interacting with management and international clients
- Ensure confidentiality at all times
- The willingness to work overtime and public holidays when required
- Perform any ad hoc projects

#### **Applicants must possess:**

- A minimum of 3-5 years in a similar role with recent Corporate Secretarial experience managing your own international portfolio
- ICSA - Corporate Practice I and II or equivalent
- Knowledge of Stock Exchange requirements
- Knowledge of meeting procedures both under the Corporations Law and under the company's constitution
- Demonstrate strong leadership
- Knowledge and understanding of various types of hedge fund structures including stand alone, master/feeder and fund of funds
- Excellent interpersonal and written communication skills, analytical, organizational, problem solving and presentation skills with attention to detail.
- Microsoft office savvy

Closing Date: 21st June, 2011

NO AGENCIES PLEASE

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Find out more about us by visiting our Website at

[www.apexfundservices.com](http://www.apexfundservices.com)