

JOB DESCRIPTION
Corporate Administrator

Duties of the position will include, but are not limited to the following: -

- The preparation of applications for incorporating all types of Bermuda companies and partnerships and the necessary filings and regulations related thereto;
- Performing corporate managerial functions;
- Attending and producing minutes of board and shareholder meetings;
- Filing annual returns;
- Liaising with attorneys, clients and regulatory bodies (in particular the BMA, ROC and Corporate Banking representatives);
- Ensuring compliance with statutory requirements;
- Performance various assignments as required by department management;
- On an as needed basis, provide administrative support to other attorneys on the Corporate Team (Senior Corporate Finance Attorney and other Associates).

Interested applicants please submit a detailed resume along with two employment references to:

Tracy Shott at tshott@bes.bm or in writing to:

Tracy Shott, BES Ltd.,

77 Front Street, Hamilton HM 12

Closing date for applications: July 15th, 2011

