



Codan Trust

Trust Administrator

We are seeking a highly motivated and committed individual to join our team. The successful candidate will have familiarity with trust administration procedures and will appreciate the importance of providing clients with exceptional service.

Job Summary

This position is responsible for the execution of client portfolio requirements under the direction of a Trust Manager.

Key Job Accountabilities:

- Proven knowledge of basic trust administration
- Maintain trust company records
- Review documents, instructions, policies and the like for completeness and compliance
- Convening of Director's and Member's meetings and ensuring the timely payment of fees including but not limited to annual government fees, insurance license fee, etc
- Ability to communicate with credibility and confidence
- Performance of routine office tasks including secretarial services
- Show professional concern for quality of work
- Perform other related duties as required and assigned.
- Assist and support other team members at busy times.

Key Job Requirements

- Minimum of 3-5 years experience in trust administration
- Excellent communication and interpersonal skills
- Strong commitment to successfully meeting deadlines and responsibilities
- Ability to act on own initiative as well as perform effectively as a team player
- Proficiency in spelling, grammar, proofreading and writing skills, attention to detail and accuracy.
- Proven ability to exercise discretion and confidentiality

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

Closing date: July 15, 2011

Codan Trust is licensed to conduct trust business by the Bermuda Monetary Authority.

Conyers Dill & Pearman is an equal opportunity employer welcoming applications from all sectors of our community.