CORPORATE ADMINISTRATOR

We are currently looking for Corporate Administrators within the reinsurance and legal sectors to manage all phases of the company contracts, corporate documents, records and related service procedures.

DUTIES AND RESPONSIBILITIES

- Liaising with internal management, outside counsel, international service providers in the preparation and timely execution of agreements and contracts
- Research and draft agreement term sheets
- Monitor compliance to contracts and agreement terms
- Manage company corporate records and reference files
- Research and maintain regulatory records, filings and notices
- Prepare and maintain records for manager guideline documentation, manager fee schedules, company fee schedules and service records
- Assist in documenting Operational procedures and processes
- Assist/participate in special projects as required

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in business or equivalent from an accredited college or university Certification in paralegal studies (or equivalent) an advantage
- At least 3-5 years experience in handling corporate and legal documents for a large corporation
- Proven skills in managing operational and legal processes and activities
- Proficient in researching and analyzing company and agreement information
- Ability to analyze contract documents and prepare term sheets
- Ability to initiate and proactively develop and maintain relevant corporate administration processes and procedures in a newly defined area
- Proficiency in MS Office suite of applications
- Excellent organizational skills with ability to prioritize and manage a busy work schedule to meet strict deadlines where required and drive projects to conclusion
- Strong oral and written communication skills with attention to detail and process management
- Ability to work effectively and actively within a team environment

Interested and qualified applicants please submit a detailed resume along with two employment references to: **Keith Szmierek at <u>tempdesk@bes.bm</u>.**

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