

## Corporate Manager

Conyers Corporate Services is a globally recognised prestigious provider of corporate services, providing administrative services to multinational corporations and entrepreneurs across the globe. We pride ourselves in providing service excellence to our clients supporting them in meeting their statutory compliance, subsidiary governance requirements and providing senior company secretarial support at their board meetings. Our professionals have the drive and ability to get things done while applying high standards in their work.

Working within a well-known and successful law firm, we support interesting and varied technical transactional matters throughout the growth and life-cycle of our clients companies and partnerships.

### What Will You Do?

- Manage and oversee the provision of corporate administrative services for a portfolio of entities, ensuring that work in relation to your clients is undertaken at the appropriate level and in accordance with internal service delivery levels
- Act as senior relationship manager with clients in respect of service delivery, ensuring that service excellence is provided within a timely manner
- Act as Company Secretary providing senior corporate administration services to clients, including liaising with clients and arranging/attending board meetings, statutory and regulatory compliance, governance and best practice advice
- Build internal and external networks to promote our service offering and raise our team profile
- Act as a technical mentor, developing knowledge and practical capabilities and proactively managing and promoting the development of team knowledge and the development of key skills

### What You'll Need

- A law degree, or a related university degree and relevant experience coupled and fully ICSA qualified.
- Seven years of professional experience as a company secretary, 3 of which must be in management
- Highly organized, with strong written and verbal communication skills
- Excellent inter-personal skills with the ability to promote a team environment
- Possess strong influencing skills, have a positive outlook and the ability to stay calm in pressurized situations
- You should have experience of running board meetings at a senior level (not just assisting), preparing board packs and taking minutes

**Résumés with references may be submitted in complete confidence to:**

**LISA SPENCER-ARSCOTT, Head of Human Resources**

Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Tel: +1 441 295 1422 Fax: +1 441 292 3134

Email: [careers@conyersdill.com](mailto:careers@conyersdill.com)

Conyers Corporate Services (Bermuda) Limited is licensed to conduct  
Corporate Service Provider Business by the Bermuda Monetary Authority.

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

## Corporate Administrator

Conyers Corporate Services is a globally recognized prestigious provider of corporate services, providing administrative services to multinational corporations and entrepreneurs across the globe. Our professionals have the drive and ability to get things done while applying high standards in their work.

Working within a well-known and successful law firm, we support interesting and varied technical transactional matters throughout the growth and life-cycle of our clients companies and partnerships.

### What Will You Do?

- Under the guidance of a Manager, provide corporate administration services to a complex portfolio of client entities. Day-to-day responsibilities will include statutory and regulatory compliance and supporting corporate transactions and board processes.
- Responsible for day-to-day communication and service delivery to clients and local regulatory bodies (in particular the Bermuda Monetary Authority and Registrar Of Companies)
- Maintaining client corporate records according to the statutory and regulatory requirements set out by the Bermuda Companies Act 1981 and other relevant legislation
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business.

### What You'll Need

- At least three years of corporate administration experience to include; providing comprehensive corporate administration for board and shareholder meetings, statutory and regulatory compliance
- Certification in Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators preferred
- Strong organizational, time management, decision making skills and the ability to meet tight deadlines whilst multi-tasking with minimum supervision
- Proven client service skills and ability to interface effectively with clients and managers

### How You'll Grow

At Conyers we focus on assisting people at every level of their career to identify and use their strengths to do their best work every day. We offer opportunities to help sharpen skills in addition to hands-on experience. There are a variety of opportunities to continue to grow throughout their career.

**Résumés with references may be submitted in complete confidence to:**

**LISA SPENCER-ARSCOTT, Head of Human Resources**

Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Tel: +1 441 295 1422 Fax: +1 441 292 3134

Email: [careers@conyersdill.com](mailto:careers@conyersdill.com)

Conyers Corporate Services (Bermuda) Limited is licensed to conduct  
Corporate Service Provider Business by the Bermuda Monetary Authority.

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