

CONYERS

Job Title	Corporate Administrator
Location	Bermuda
Department	Conyers Corporate Services (Bermuda) Limited
Date	12 November 2020

Corporate Administrator

A global prestigious provider of corporate services, Conyers Corporate Services (Bermuda) Limited (“Conyers”) supports large listed group structures, as well as local, international, private and trust related companies, with their statutory compliance, subsidiary governance requirements and Board support. 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.

Under the guidance of a Corporate Manager, this full-time role will be responsible for providing the day-to-day corporate administrative services to a varied portfolio including international and local companies.

What Will You Do

- Meet business and client deadlines and take on administrative tasks necessary to deliver service excellence to our clients and proactively look for opportunities to improve systems and processes to increase efficiencies
- Provide administration of companies and partnerships in accordance with Company policy and legislation
- Act as a point of contact for client companies, their boards of directors and associated Conyers lawyers
- Maintain client corporate records according to the statutory and regulatory requirements set out by the Bermuda Companies Act 1981 and other relevant legislation
- Manage the portfolio to deliver on key compliance and risk matters to meet regulatory and internal requirements
- Prepare forms, minutes, resolutions and correspondence and attend to government filings
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to corporate administration workflows

What You'll Need

- At least three years of corporate administration experience to include; providing comprehensive back office administration for board and shareholder meetings, ensuring compliance with corporate governance standards and industry best practice
- Certification in Corporate Secretarial Practice I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators preferred
- A working knowledge of the Companies’ Act 1981 and statutory regulations relating to the administration of companies in Bermuda preferred
- The ability to work to meet tight deadlines with minimum supervision

CONYERS

- Strong organizational, time management, decision making skills and the ability to multi-task
- Excellent client service skills and ability to interface effectively with clients and managers
- Proven written and oral communication skills
- Knowledge and proficiency using Microsoft Office applications Word, Excel and PowerPoint

To apply, please send your CV to careers@conyers.com. Closing date is 4 December 2020.

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