

Company Secretary

ISIS Fund Services is a specialist hedge fund administrator providing administrative and operational support to a wide range of global investment managers adopting a diverse range of investment styles. The company was founded by a leadership team with significant in depth knowledge and expertise in investment management and hedge fund administration. We have created a company that is client focused and has the ability to offer product and service tailored to meet clients' needs.

We are seeking an experienced Company Secretary who is familiar with investment companies, hedge funds and the industry to join our team in Bermuda. The successful individual will be responsible for the provision of corporate administration for a portfolio of clients. The ideal candidate will have five years related work experience and be qualified with the Institute of Chartered Secretaries or equivalent. The individual should possess a proven track record and be able to demonstrate a working knowledge of Company Law in major offshore jurisdictions. The successful candidate must possess this breadth of knowledge and be prepared to work additional hours to meet client requirements. A familiarity with Viewpoint or a similar company secretarial package is essential.

We realize that we are only as good as our staff and seek to recruit the best and reward accordingly and are committed to a work/life balance. We remain an equal opportunities employer.

For further information on this role or to apply, please contact Jason Bibb (jasonb@isisfunds.bm) at ISIS Fund Services Ltd., 35 Crow Lane, East Broadway, Paget HM 20, Bermuda.

