

Head of Corporate Secretarial Services

ISIS Fund Services Ltd. is a specialist hedge fund administrator providing comprehensive administrative services to a wide range of global investment managers adopting a diverse range of investment styles. The company was founded by an experienced team that has had first-hand knowledge of hedge fund administration as investment managers and providers. We have developed and established a company that is client focused and has the ability to offer product and service that meets clients' needs.

We are seeking an experienced lawyer or Company Secretary who is familiar with investment companies, and the industry, to join our team in Bermuda. The successful individual will be responsible for the leadership, management and infrastructure of the company secretarial team. The individual should possess a proven track record of managing a large team, have strong influencing skills, be well organized and a proactive problem solver and able to work with confidence, authority and a high degree of autonomy. Experience of working directly at Board level is essential, preferably within the financial services sector.

The successful candidate must be professionally qualified (in law or as a chartered secretary) having at least five years relevant work experience post qualification.

The company's commitment to continuing staff education and its ability to provide quality services to clients on a multi-jurisdictional basis depends on its professional staff being familiar with the laws, compliance, corporate governance and practices of offshore jurisdictions. Accordingly, the successful candidate must possess this breadth of knowledge, be prepared to travel to other locations worldwide and work additional hours to meet client needs.

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.

