

## Experienced Corporate Administrators – Bermuda

Appleby is one of the largest and most well respected providers of offshore legal, fiduciary and administration services. With over 700 world class lawyers and professional specialists, the organisation is located in the key offshore jurisdictions of Bermuda, the British Virgin Islands, the Cayman Islands, Jersey, Mauritius and the financial centres of London, Hong Kong and Zurich.

**Appleby Services (Bermuda) Ltd**, an affiliate of Appleby, has delivered creative and complete corporate administrative solutions to our clients for more than 25 years.

We are currently seeking individuals to administer a substantial portfolio of client companies and partnerships from our offices in Bermuda.

Reporting directly to a Corporate Group Manager, the successful individuals will be responsible for all daily corporate affairs, ensuring that corporate records are in good order and that regulatory filing activity for each entity is completed as required.

### **Knowledge, Skills and Experience Required:**

- A minimum of three years of corporate administrative experience
- Membership of the Institute of Chartered Secretaries and Administrators (ICSA)
- Experienced in attending meetings, and taking and drafting minutes
- Proficient in using the Microsoft Office suite of programmes
- Proven client relationship, communication, supervisory, time management and interpersonal skills
- A strong sense of commitment, responsibility and command of the English language

A competitive compensation package including training opportunities and financial assistance for professional development programmes is provided.

Written applications for this position must include a detailed resume and salary requirements and be submitted under confidential cover to:

Human Resource Officer  
Appleby  
P O Box HM 1179  
Hamilton HM EX  
Fax: +1 441 298 3380  
E-mail: [mclemendor@applebyglobal.com](mailto:mclemendor@applebyglobal.com)