

Experienced Corporate Administrators – Bermuda

Appleby is one of the largest and most well respected offshore law firms, with an international client base which includes many of the world's leading companies. With more than 600 lawyers and staff in its legal practices and other service companies, it is uniquely positioned in the key offshore jurisdictions of Bermuda, Jersey, Mauritius, the Cayman Islands and the British Virgin Islands, and the financial centres of London and Hong Kong.

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

We are currently seeking individuals to administer portfolios 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 administration 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, time management and interpersonal skills
- A strong sense of commitment, responsibility and command of the English language

A competitive compensation package is offered in the order of BDAS\$75k pa (BDAS\$1.00 = US\$1.00), there is no income tax in Bermuda, + benefits + bonus. Training opportunities and financial assistance for professional development programmes are provided.

Written applications for these positions, including a detailed resume should 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

Closing date for applications is 14 March 2008