



Corporate Administrator

This role is primarily responsible for providing corporate administration services as outlined below.

Primary Responsibilities:

- Possesses a thorough knowledge of corporate administrative functions and relevant procedures;
- Acts as Assistant Secretary to the bank and all subsidiary companies, including quarterly meetings, AGMs, ad hoc meetings;
- Responsible for maintaining corporate records of the bank and all subsidiary companies according to the requirements set out by the Bermuda Companies Act; administration of the subsidiary companies minute books i.e. keeping the minute books current by filing executed minutes; filing regulatory matters as they pertain to the corporate administration role; review and amendment of subsidiary company documents, including Bye-laws, stock certificates and other securities, agreements, electronic scanning of documents and subsequent filing;
- Accurately records minutes for key executive committee meetings as required; transcribes and produces minutes and relevant administration relating to executive committee meetings;
- Organises meetings and accurately records or drafts minutes of all bank board and subsidiary meetings and in a timely fashion; transcribes copies, collates and distributes various reports; prepares resolutions and incumbencies accordingly;
- Prepares documentation ensuring that all statutory and regulatory filing deadlines are met;
- Prepares reports regarding any outstanding matters regarding companies;
- Filing annual declarations and ensuring appropriate fees are submitted;
- Effectively communicates with board members, employees and others as required;

- Performs other administrative duties relating to the Corporate Secretarial function such as scheduling appointments, dealing with internal and external queries, providing relevant information to callers and fulfilling CDD requests;
- Provides executive assistance to multiple Senior Executives as required from time to time. This is to include typing, general administration, diary management, assistance with PowerPoint presentations.
- Any other duties as reasonably requested.

The successful candidate must have:

- Three years of relevant corporate administration experience;
- A working knowledge of the Companies' Act 1981 and statutory regulations relating to the administration of companies in Bermuda;
- Must be methodical, detailed and service-oriented, proactive, highly confidential, personable, flexible, punctual and must have good time-management skills;
- Strong problem-solving, conceptual and analytical skills, with proven ability to multi-task and manage time effectively;
- Excellent organizational/analytical skills to efficiently co-ordinate and handle multiple responsibilities and assignments in a continuously demanding environment;
- Ability to work well under significant pressure while maintaining accuracy and a meticulous eye for detail;
- Resourcefulness and flexibility to adapt to change;
- Strong Microsoft Office skills, including Microsoft Word, Excel and PowerPoint.

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than October 14, 2020 to:

Human Resources Department
19 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com
Fax: + 441 296 7701

www.clarienbank.com | 441 296 6969

Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DV04, Bermuda

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited through its wholly-owned subsidiaries is licensed to conduct banking, trust and investment business by the Bermuda Monetary Authority.