

**CHARTERED SECRETARY
BERMUDA**

A Chartered Secretary is required to take responsibility for a portfolio of international companies, partnerships and investment funds. This will include preparation for and attendance at Board meetings, liaison with board members and company advisors and the maintenance of statutory records (both computerized and manual).

The successful candidate will have:

- ACIS designation with post qualifying experience.
- The confidence and maturity to deal with demanding international clients.
- The ability to organize workload with minimum supervision and to operate in a busy environment where deadlines are a feature of the work.
- Excellent written, oral communication and numerical skills.
- Experience of company secretarial software.
- Knowledge and experience of anti-money laundering laws and practices.
- Undesignated candidates with excellent academic record and demonstrated abilities will be considered.

Applications by e-mail with detailed resume should be sent to:

Wakefield Quin Limited
Victoria Place, 31 Victoria Street,
Hamilton HM 10, Bermuda
Attention: Rod Forrest
rforrest@wq.bm