

Career Opportunity – Senior Corporate Administrator

Join the world's largest global law firm and join a team uniquely positioned to deliver sophisticated and innovative legal services to our clients. Dentons proudly offers clients talent from diverse backgrounds and countries with deep experience in the legal traditions of the more than 50 markets where we have offices.

Job Description

Dentons is currently seeking a **Senior Corporate Administrator** to join our rapidly growing team, in BVI. To be effective in this role, you will need to provide exceptional customer service to our clients, display excellent time-management and organizational skills, and attend to the legal needs of the company and staff in a quick and efficient manner. A strong candidate for this role is an amiable and professional individual who is efficient, organized and detail-oriented.

The incumbent's responsibilities will include but not be limited to the following:

- Administration of companies and partnership independently from incorporation/formation through dissolution (including the preparation of minutes, powers of attorney, register of members/directors, updating of BOSS, filing with Registry of Corporate Affairs through the VIRRGIN system and ongoing updating of records both internally and through VIRRGIN/BOSS)
- Monitoring of the structures and liaising with the compliance officer to comply with anti-money laundering requirements
- Execution of internal and external payments, other banking transactions
- Conducting ongoing and annual file reviews
- Implementing and assisting the directors' with company policies and procedures
- Extensive personal contact with clients (including their advisors, lawyers, etc.)
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Additional Skills & Competencies:

- Strong communication and interpersonal skills
- Committed to long term solutions to assist with advancing efficiency and client experience
- Co-operative, constructive and positive minded personality. We are looking for a team player.
- Flexibility, "can-do" attitude, seeking continuous service improvement and high quality standards.

The ideal candidate should be a Community College graduate or have an Associate Degree in Legal Studies or related field required and at least seven (7) years' experience as a paralegal or corporate administrator.

- Minimum 7 years of experience in the administration of trust or corporate structures is recommended
- STEP member or in the process of passing exams for the membership of STEP
- Reliable and precise, conscientious and professional work attitude
- Able to establish priorities with strong organisational skills
- Capable of problem-solving and acting independently
- Professional, helpful and at ease in every day working situations
- Strong knowledge of the Business Companies Act and anti-money laundering regulations
- Fully computer literate
- Excellent written and verbal English communication skills

All suitable qualified persons interested in this exciting opportunity, should send their Curriculum Vitae with full details of their experience, achievements and qualifications together with two business references, no later than July 25, 2022 to recruitment.barbados@dentons.com.