



## **Senior Corporate Administrator**

On behalf of our client, we are seeking a highly motivated individual to join pioneers in the (re)insurance and alternative risk markets and the world's third-largest insurance manager as a Senior Corporate Administrator for an initial term of six months with a significant possibility of extension based on performance and business needs.

### **Duties & Responsibilities:**

- Prepare and file formation documents with the Registrar
- Liaise with the Registrar and CIMA on routine administrative matters
- Maintain statutory records and corporate documentation in line with internal policies and regulatory requirements
- Assist with the drafting of corporate documents, invoices, and correspondence
- Support the collection and processing of AML/CFT documentation
- Communicate with clients and intermediaries via email and telephone
- Collaborate with wider operations and legal teams as needed

### **Minimum Qualifications, Skills & Experience:**

- Minimum 5 years of experience as a Corporate Administrator or in a similar role
- Strong academic background
- Excellent organizational and time-management skills
- Proficiency in Microsoft Office Suite, DITC, and CORIS
- Solid understanding of corporate governance principles and procedures
- Be a self-starter and contribute to a collaborative team environment

**Salary: \$35-45 USD per hour**

To apply please send your résumé to [caymanjobs@expertisegroup.com](mailto:caymanjobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.