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Corporate Administrators

We are seeking applications from corporate administrators who wish to work periodically on temporary assignments. The nature of projects vary and range in length from a few weeks to a few months. Most assignments require full time hours to be performed at client sites. Compensation for these positions is based on chargeable hours.

Successful applicants will have:

- Minimum of 3-5 years of experience working within a corporate administration role
- Hold a professional designation (e.g. ACIS, Paralegal, or Corporate Secretarial Procedures 1&2)
- Working knowledge of the Companies Act of 1981
- Working knowledge of the Insurance Act 1978

To apply please send your résumé to bdajobs@expertisegroup.com or view our active roles online at www.expertisegroup.com.

All enquiries will be dealt with in strict confidence.