

**Job Title: Junior Corporate Administrator****Reporting to: Corporate Manager**

The Junior Corporate Administrator will report to the Corporate Manager and will work directly with colleagues in the corporate department. Your role will primarily be to assist with the management of entities registered with H&J Corporate Services Ltd., assist and engage in active company management inclusive of standard statutory filings as well as act on instructions in the provision of ad hoc services.

Essential Duties and Responsibilities

- Assist with Incorporation of corporate entities inclusive of international business companies, domestic companies, foundations and exempted limited partnership.
- Take instructions from clients and attorneys.
- Liaise with the Registrar General.
- Create company documents for execution (Certificate of Incumbency, Registered Office Certificate, Notarial Certificates, Resolutions).
- Process company documents in the Registry portal.
- Filing Annual Declarations, Statements, letter listing Members and Directors with the Registrar General.
- Obtain mandatory declarations from clients.
- Assist with managing company dissolutions.
- Overseeing the transfer out and in of corporate entities.
- Maintaining awareness of relevant laws, rules, and guidelines.
- Assisting with accurate billings for services rendered.
- Responding to client's inquiries.
- Other duties as assigned.

Education and Experience Required:

- At least 1 - 2 years of professional experience in a similar role.
- An associate degree and/or related certifications
- Experience within a law firm or corporate services environment is an asset.
- Experience with Registry portal
- Understanding of corporate structures
- Strong interpersonal, technical, and organizational skills
- Critical thinking and problem-solving skills