

Company Secretary Officer & Coordinator

Job Description

1. Job Particulars:	
Job Title: Company Secretary Officer & Coordinator	Department: Legal, Compliance and Company Secretary
Direct Reports: None	Travel Required: Occasionally
Reports to: Head of Legal and Compliance	Job Grade: C2
2. Purpose of Job:	
<ul style="list-style-type: none"> To provide administrative support to the Head of Legal and Compliance. 	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> Screening telephone calls, enquiries and requests, and handling them when appropriate; Meeting and greeting visitors at all levels of seniority; Organising and maintaining diaries and year planners and making appointments for Head of legal and Compliance, Executive Council members and sub-committees; Dealing with incoming email, faxes and post, often corresponding on behalf of the Head of Legal and Compliance; Producing minutes, compiling and distributing SARU annual minutes books and annual general meeting books; Preparing documents such as Committee and Board Packs, briefing papers, reports and presentations; Organising meetings, teleconferences, workshops, preparing agendas; Organising travel and preparing complex travel itineraries for the Head of Legal and Compliance, Executives Committees, sub-committees and General Council; Carrying out background research and presenting findings; Liaising with clients, suppliers and other staff; Devising and maintaining office systems, including data integrity and management, filing, etc.; Occasionally, travelling with the Head of Legal and Compliance to take notes or dictation at meetings or to provide general assistance during meetings and presentations; Processing committee members remuneration, reimbursements and invoices for the governance departments on the GP and CRS systems respectively; Submit onboarding documents for new executives/presidents/independent members joining the organisation; Ensure an efficient administration and storage of SARU's confidential records and minutes. 	
4. Experience & Expertise (Typical educational qualifications & experience)	

a. Educational background

- Paralegal or equivalent Certification – essential

b. Experience (years and nature)

- 5 – 7 years' experience as a Legal Secretary or Executive Secretary/Assistant – essential

5. Critical Competencies

- Excellent written and oral communication
- Partnership and teamwork
- Tactical and operational thinking
- Attention to detail
- Emotional intelligence
- Assertiveness
- Planning and Organising
- Computer literacy (MS Office Suite)
- Ability to work under minimum supervision
- Confidentiality
- Interpersonal skills
- Ability to work overtime and irregular hours
- Report writing skills
- Results oriented