

Company Secretary / Corporate Governance Officer

We are currently looking for a Company Secretary / Corporate Governance Officer for a permanent contract.

The Company Secretary / Corporate Governance Officer will play a crucial role in ensuring the smooth operation of our clients' board processes. The position involves coordinating the convening of board meetings and distribution of board packs, assisting the chair person during board meetings, and preparing and distributing high quality minutes. The role may also involve the preparation of certain shareholder resolutions, the convening and organisation of certain shareholder meetings, and the preparation of certain short form loans.

Role and responsibilities

- You will schedule and organize board meetings, including preparing agendas and distributing meeting materials.
- You will coordinate with board members and senior management to ensure attendance and participation.
- You will take comprehensive notes and translate them into clear, concise, and professional minutes.
- You will ensure timely and accurate preparation and distribution of board minutes and written resolutions.
- You will ensure compliance with agreed corporate governance standards and legal requirements.
- In combination with relevant A&O Shearman teams, you will advise the board on corporate governance best practices.
- You will liaise with external legal advisors including A&O Shearman teams and coordinate the preparation of certain shareholder resolutions and short form loans.
- You will assist in the preparation and submission of certain filings.
- In addition, you will provide administrative support to clients' boards, manage communication with board members and shareholders.

Key requirements

- You have at least 2 years of relevant experience, ideally within a service provider.
- You are fluent in both written and spoken English.
- You have excellent organizational and time-management skills.
- You are computer literate and know how to use Microsoft Office and board management software.
- You have a professional qualification as a Company Secretary / CGO or working towards it.
- You are a proactive person and have a strong attention to detail and accuracy.
- You have the ability to work independently and as part of a team.
- You possess strong interpersonal skills and the ability to build relationships with stakeholders at all levels.
- You are known for your high level of integrity and ethical standards.

[Company Secretary / Corporate Governance Officer at A&O Shearman](#)