

Position: Corporate Secretary

CANDIDATE PROFILE:

- **Studies:** University degree graduate
- **Experience:** Knowledge and experience in similar roles 4-5 years
- **Languages:** English proficiency level – speaking and writing (mandatory)
- **PC skills:** MS-Excel advanced level, Knowledge of MS Office Word, PowerPoint
- **Competencies:**
 - ✓ Strong organization and detail-oriented skills
 - ✓ An efficient and patient communicator
 - ✓ Effective multitasking skills
 - ✓ An excellent and resourceful problem solver
 - ✓ Experience in managing larger departments and individual employees
 - ✓ Sufficient organizational knowledge and familiarity with business laws and regulations
 - ✓ Sound judgment and discretion where appropriate
 - ✓ Acquainted with and comfortable with bureaucratic limitations and guidelines
 - ✓ Ability to perform well under pressure
 - ✓ A calm and rational mediator and liaison between executives
 - ✓ Good communication skills, customer excellence focus, and organizational skills.

JOB RESPONSIBILITIES:

- Manage all board and committee meeting logistics, attend and record minutes of all board and committee meetings; facilitate board communications
- Maintain key corporate documents and records
- Subsidiary management and governance
- Ensure a proactive and efficient office management, including calendar and inbox management, travel coordination, organization of meetings/phone/video conferences, filing and document management
- Undertake special assignments, ad-hoc functions and related duties, coordination of events
- Coordinate international logistics, agenda setting
- Claim for travel expenses, handle payment of invoices, room bookings
- Deal appropriately with sensitive and confidential matters
- Close collaboration with international colleagues
- Be contact point for department related requests
- Send reminders and standard communications
- Prepare presentation documents
- General administrative tasks