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Assistant Company Secretary

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Company: Arbuthnot Yon

Location: London Area

Category: sales-and-related

We are partnering with a true leader in the multi-let industrial (MLI) arena of the UK and European real estate market. This organisation's strong performance to date has been bolstered further by recent private equity backing, and this continued growth has prompted the search for an Assistant Company Secretary, to join the team in the business' London office. The role itself involves a mixture of generalist company secretarial work and will largely support the Corporate Governance Manager and General Counsel. More specifically, it will encompass: Management and preparation of board packs and minuting; Dealing with company returns/filings for group companies in regions like Guernsey, the Isle of Man, BVI etc; Managing the incorporation and liquidation of corporate entities; Drafting of board and shareholders resolutions; Maintenance of the group risk register. Over the next year, this organisation aims to make £1bn of further acquisitions to expand their portfolio further, so there will be a steady and reliable flow of work for all members of the team. We are looking for: At least 3 years' experience in a recent/current company secretarial or corporate paralegal role; Solid understanding of the UK Companies Act and, ideally, some sense of legislations in foreign jurisdictions; Strong attention to detail and excellent organisational skills; A strong academic record with an excellent command of English. In return, our client offers the chance to form part of a friendly and supportive team with training and support offered from day one. They have a hybrid working policy with a minimum of 3 days in the office. They are offering a competitive base salary with an annual discretionary bonus, pension, health and life insurance. For more information please contact: Matt Bloxham, matt@aysearch.com To keep up to date with Arbuthnot Yon and our latest job postings, click 'follow' on our company

LinkedIn page <https://www.linkedin.com/company/arbuthnot-yon> Due to a high volume of applications we will only respond to those we deem suitable for the role.

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