

Assistant Company Secretary

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Company: Macmillan Davies

Location: London Area

Category: other-general

Macmillan Davies are delighted to be supporting a financial services client of ours in their search for an Assistant Company Secretary. Start Date: ASAP Salary: up to £75,000 Hybrid working: 3 days wfh (core day in the office is on a Thursday) Hours: 09:00am till 17:30pm (flexibility available) Role: 6 month FTCAs Company Secretary you will establish and embed a robust and sustainable function that can support and advise the Board and its members. Taking and writing up minutes to a high level. Filing all documentation. Deliver reporting requirements and retrieve data where necessary. Collating and distributing meeting packs, attending and minuting meetings and following up with actions. Skill & Experience Experience working within a company secretarial function. Financial Services sector experience is a MUST. Strong administration and organisational skills. Strong word and power point skills essential To find out more about the role responsibilities please do apply below,

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