

Assistant Company Secretary

[Apply Now](#)

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,

[Apply Now](#)

Cross References and Citations:

1. [Assistant Company Secretary Kuwaitjobstoday Jobs London Area Kuwaitjobstoday ↗](#)
2. [Assistant Company Secretary expertini Jobs London Area expertini ↗](#)
3. [Assistant Company Secretary Logisticsjobs Jobs London Area Logisticsjobs ↗](#)

4. Assistant Company SecretarySciencejobsnearme Jobs London Area Sciencejobsnearme ↗
5. Assistant Company SecretaryJobssearch Jobs London Area Jobssearch ↗
6. Assistant Company SecretaryLuxembourgjobsJobs London Area Luxembourgjobs ↗
7. Assistant Company SecretaryMusicjobs Jobs London Area Musicjobs ↗
8. Assistant Company SecretarySearchcanadajobs Jobs London Area Searchcanadajobs ↗
9. Assistant Company SecretaryJavajobsJobs London Area Javajobs↗
10. Assistant Company Secretary Denverjobs Jobs London Area Denverjobs ↗
11. Assistant Company Secretary MalaysiajobsJobs London Area Malaysiajobs↗
12. Assistant Company Secretary ManchesterjobsearchJobs London Area Manchesterjobsearch↗
13. Assistant Company Secretary Bahrainjobs Jobs London Area Bahrainjobs ↗
14. Assistant Company Secretary ExpertiniJobs London Area Expertini↗
15. Assistant Company Secretary Servicemanagementjobs Jobs London Area Servicemanagementjobs ↗
16. Assistant Company Secretary Gigajob Jobs London Area Gigajob ↗
17. Assistant Company Secretary Teacherjobsnearme Jobs London Area Teacherjobsnearme ↗
18. Assistant Company Secretary Europajobscentral Jobs London Area Europajobscentral ↗
19. Assistant company secretary Jobs London area ↗
20. AMP Version of Assistant company secretary ↗
21. Assistant company secretary London area Jobs ↗
22. Assistant company secretary Jobs London area ↗
23. Assistant company secretary Job Search ↗
24. Assistant company secretary Search ↗
25. Assistant company secretary Find Jobs ↗

