

## Company Secretarial Assistant

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Company: G2 Legal

Location: London Area

Category: other-general

A highly reputable FTSE250 business is seeking an ambitious and experienced Company Secretary to join their flourishing team in London, on a full-time basis. This fantastic opportunity would be invaluable for a Company Secretary looking to further develop and grow in both their career and self, whilst being a key team player. Apply today to avoid disappointment!

**Duties/Responsibilities:** Deliver a range of high-quality company secretarial services to a range of clients in line with your billable hours and recovery rate targets. Follow operational processes which ensure financial hygiene (time recording, in/out of scope work, billing etc), effective document management and support data-driven decision-making (e.g., up-to-date resourcing plan, skill matrix, feedback and performance management etc). Managing team members' workflow and day-to-day activities working towards management of team members/ or leading technical initiatives. Maintenance of electronic corporate records using Diligent Entities and undertaking any statutory filings with the Registrar of Companies.

**Key Skills/Experience:** CGI part or fully qualified (or other professional qualification if relevant experience can be demonstrated) A demonstrable interest in the company secretarial profession Strong organisational skills High level of attention to detail Good communication skills, both written and verbal, and confident in communicating effectively with stakeholders at all levels A team player, who can work effectively and collaboratively with colleagues and stakeholders Do reach out today to avoid disappointment!

**Perks:** Competitive salary- Up to £50k Depending on Experience Hybrid/ Flexible working Excellent progression opportunities Investment in well-being, and professional development Pension Career Coaching Do get in touch if this could be of interest

to you!

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