

Company Secretary – Part Time

[Apply Now](#)

Company: Macdonald & Company

Location: United Kingdom

Category: other-general

Job Summary

This is a rare part time opportunity for a talented and collaborative Company Secretary to be based in either Birmingham or Cambridgeshire / Huntingdon

My client is an action oriented property consultancy with a national reach, offering building consultancy, commercial, planning, and residential property services to clients across the UK. This a chance to join them in a brand new role as they are currently seeking a dedicated Company Secretary to join their dynamic team on a part time basis. As Company Secretary, you will play a crucial role in ensuring that the business operations comply with relevant laws, regulations, and internal policies. You will be responsible for overseeing Health and Safety, conducting legal audits, and developing templates to streamline compliance processes. The ideal candidate will have a comprehensive understanding of legal compliance, ideally some knowledge of HSE legislation requirements, and experience in conducting regular legal audits to assess compliance with relevant laws and regulations.

Key skills and attributes:

Previous Legal or Company Secretary experience (a legal qualification is not essential)

Legal and strategic thinking

Knowledge of areas including but not limited to HSE, M&A's and Anti-Money laundering

highly beneficial

Proven ability to create and implement compliance templates.

Excellent communication and interpersonal skills.

If you are keen to discuss this role in confidence please get in touch and send your Cv to for immediate consideration.

[Apply Now](#)

Cross References and Citations:

1. [Company Secretary – Part Time EmployemenowJobs United Kingdom Employemenow](#)
2. [Company Secretary – Part Time Madridjobs Jobs United KingdomMadridjobs](#)
3. [Company Secretary – Part Time Angularjobs Jobs United KingdomAngularjobs](#)
4. [Company Secretary – Part Time Businessjobs Jobs United KingdomBusinessjobs](#)
5. [Company Secretary – Part Time StartupjobsnearmeJobs United Kingdom Startupjobsnearme](#)
6. [Company Secretary – Part Time Highestpayingjobs Jobs United Kingdom Highestpayingjobs](#)
7. [Company Secretary – Part Time Findremotejobs Jobs United Kingdom Findremotejobs](#)
8. [Company Secretary – Part Time Egyptjobs Jobs United KingdomEgyptjobs](#)
9. [Company Secretary – Part Time Costaricajobs Jobs United Kingdom Costaricajobs](#)
10. [Company Secretary – Part Time Marketingjobs Jobs United Kingdom Marketingjobs](#)
11. [Company Secretary – Part Time Researchjobs Jobs United KingdomResearchjobs](#)
12. [Company Secretary – Part Time MoscowjobsJobs United KingdomMoscowjobs](#)
13. [Company Secretary – Part Time Govcareer Jobs United KingdomGovcareer](#)

14. **Company Secretary – Part Time ZoologyjobsJobs United KingdomZoologyjobs** ↗
15. **Company Secretary – Part Time GardeningjobsJobs United Kingdom Gardeningjobs** ↗
16. **Company Secretary – Part Time Cloudjobsnearme Jobs United Kingdom Cloudjobsnearme** ↗
17. **Company Secretary – Part Time Sustainabilityjobs Jobs United Kingdom Sustainabilityjobs** ↗
18. **Company Secretary – Part Time AdminjobsJobs United KingdomAdminjobs** ↗
19. **Company secretary – part time Jobs United kingdom** ↗
20. **AMP Version of Company secretary – part time** ↗
21. **Company secretary – part time United kingdom Jobs** ↗
22. **Company secretary – part time JobsUnited kingdom** ↗
23. **Company secretary – part time Job Search** ↗
24. **Company secretary – part time Search** ↗
25. **Company secretary – part time Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/company-secretary-part-time-united-kingdom-macdonald-company-8c8c34de05/>

Generated on: 2024-05-04 by Expertini.Com