

Assistant Vice President – Company Secretarial

Applications are invited by the Dublin office of Maples Fiduciary Services for the position of

Assistant Vice President – Company Secretarial

who, under the supervision of a Vice President will be responsible for the administration and management of a varied portfolio of clients where Maples Fiduciary Services is providing corporate secretarial services.

In this role, the successful candidate will be the main point of contact for client companies and their board of directors, liaise with lawyers, clients and service providers, investment managers and fund administrators. He/she will co-ordinate, schedule and attend Board, shareholder and committee meetings, ensure the efficient collation, preparation of distribution of Board papers, draft minutes and resolutions, coordinate statutory and regulatory filings, maintain statutory books and records and act as a channel of communication for Directors on all matters of company law and corporate governance. He/she will also be the key relationship lead for their clients and be responsible for the supervision, mentoring and training of junior staff.

The successful candidate will preferably be ICSA qualified, have a 3rd level qualification in a related field, and a minimum of 5 years work experience in a similar role for the provision of company secretarial services. Previous experience within the funds industry is preferable.

A corporate secretarial qualification is desirable but not essential for this position, however, if not currently held by an otherwise suitable candidate, a commitment to undertake a course immediately to gain such qualification will be facilitated.

We offer a supportive environment with further opportunities for career development, and benefits include health insurance, travel insurance, life insurance and pension contributions.

Salary and benefits are competitive and will be commensurate with qualifications and experience.

Qualified applicants should write, enclosing their CVs, to careers.eu@maplesfs.com quoting reference: Dublin – Senior Co Sec - AVP.

For an explanation regarding how we handle the details and CV submitted for positions with one of our European entities, please refer to our Applicant Privacy Notice which is available [here](#).

MaplesFS is an independent global services provider. Through our fiduciary and fund services divisions, we look to form strategic long-term partnerships with each of our clients. With offices in leading onshore and offshore jurisdictions, we combine a unique global client service model with leading technology and custom integration. Through this adaptable approach, we create business solutions governed by our clients' diverse and sophisticated requirements.