

## Company Secretary - Administrator

Applications are invited by the Dublin office of MaplesFS for the position of

### Company Secretary - Administrator

who, under the supervision of a senior team member, will be responsible for assisting with the administration and management of a portfolio of clients where company secretarial services are provided.

The successful candidate will be expected to act as a main point of contact for client companies and their board of directors and liaise with lawyers. He/she will coordinate, schedule and attend Board, Committee and Shareholder meetings, draft agendas, minutes and resolutions. The successful candidate will coordinate all statutory and regulatory filings, maintain statutory books and records, coordinate the execution of documents; respond to queries from clients in a timely manner, and act as a channel of communication for clients and directors on all matters of company law and corporate governance.

The successful candidate will be required to work on his/her own initiative, demonstrate excellent organisational and planning skills, be methodical, with strong attention to detail, have the ability to deliver on tight timescales and have excellent written and verbal communication skills.

A corporate secretarial qualification from the ICSA is preferable for this position, but is not a prerequisite. A commitment to gain such a qualification will be supported by MaplesFS. This position would also be suitable to recent business graduates seeking to commence their career within the investment funds company secretarial sector.

We offer a supportive environment structured on a team basis. Benefits include 4 weeks vacation (pro-rated for part years), health insurance and pension plan. Salary and benefits will be commensurate with qualifications and experience.

Qualified applicants should write, enclosing their CVs, via e-mail to [careers.eu@maplesfs.com](mailto:careers.eu@maplesfs.com) quoting reference: Dublin-Administrator-Co Sec.

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](#).

Maples Fiduciary is a market leader in the provision of specialised fiduciary, entity formation and management, insurance and administration services including independent directors, managing member, general partner and trustee services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.