

Vice President – Company Secretarial

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

Vice President - Company Secretarial

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

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, and will ensure the delivery of a premium service to clients. He/she will be involved with the day to day management of the team, business development activities and pro-actively embrace the continued learning and development of junior staff members. He/she will foster and develop relationships with our existing/new clients and fund stakeholders, and participate in the development and maintenance of department policies and procedures.

He/she will co-ordinate, schedule and attend Board, shareholder and committee meetings, ensure the efficient 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 on all matters of company law and corporate governance.

The successful candidate will be required to work on his/her own initiative, have excellent organisation and planning skills, and manage team workflows to ensure the efficiency and effectiveness of operations.

The successful candidate will preferably be ICSA qualified, have a 3rd level qualification in a related field, and a minimum of 7 years work experience in a similar role.

We offer a supportive environment with further opportunities for career development, and benefits include health insurance and pension contributions. Salary and benefits are competitive and will be commensurate with qualifications and experience.

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](#).

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

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.

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