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# Example of Assistant Secretary Job Description

Our company is hiring for an assistant secretary. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant secretary

* Ensure compliance with company law statutory requirements including the maintenance of statutory books and records for UK and overseas companies, the establishment and dissolution of legal entitles and branches
* Maintenance and development of internal procedure notes
* To assist in projects as and when they arise and preparation of reports as required by the role
* Such other duties as may from time to time be allocated by the Group Company Secretary
* Take a flexible approach to relevant issues and act promptly to ensure situations are dealt with appropriately and effectively
* Assist with arrangements for Board and Committee meetings, including annual timetables, agendas, production of Board packs and minute.
* Act as Secretary to the monthly Accounts Committee and deputising at other Committees as required from time to time
* Responsibility for documentation of processes for key company secretarial activities, and their maintenance
* Maintenance (including annual audit) of statutory records and company filings
* Design and supervise implementation of an efficient Authorised Signatory and Power of Attorney retention and indexing system

## Qualifications for assistant secretary

* Experience handling confidential information in an appropriate manner
* Knowledge of the production SAP computer systems and in the use of Outlook
* Team player with the ability to get along well with others
* Bilingual (English/Spanish or English/Portuguese) preferred
* Corporate law and an understanding of the Companies Act 2006
* Provide direct support to the Board, its Committees and senior management