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# Example of Company Secretary Job Description

Our company is hiring for a company secretary. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for company secretary

* Manage the
* Handling day to day full set of company secretarial work for Hong Kong
* Responsible for the arrangements of board meetings and taking meeting minutes in MANDARIN
* Setting up board and shareholder meetings and assisting in the integration and rationalisation of acquired companies
* Preparation and monitoring of CRO annual returns
* Preparation of statutory minutes in relation to board and shareholders meetings and liaising with clients in relation to the convening of same
* Liaising with Companies Registration Office on a day- to- day basis
* Dealing with queries from clients and colleagues in matters of company law
* Manage and take responsibility for a portfolio of clients
* Participation in a variety of project work

## Qualifications for company secretary

* Assist and respond to ad hoc Irish company law queries mainly in relation to powers of attorney and authorised signatories
* Fluency in French or German (oral and written) would be advantageous
* Degree holder with qualified professional member of HKICS or ICSA
* Minimum 5 years relevant experience, preferrably gained from HK listed company or manufacturing and retail industry
* Well versed in Hong Kong listing rules, corporate governance, SFO, company ordinances and other statutory and regulatory requirements
* Experience in handling PRC law and compliance issues is a plus