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# Example of Corporate Secretary Job Description

Our company is hiring for a corporate 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 corporate secretary

* Assists with scheduling and planning for meetings of the boards of directors for Southern system companies
* Drafts Southern and Southern system companies’ board resolutions, reports, minutes and other documentation related to corporate governance
* Ensure knowledge of personnel whereabouts and maintaining exact and complete sign-in/sign-out procedures for visitors and on-site staff - maintain security by following procedures
* Serve as a chief point of contact for corporate and committee governance for the SGUS
* Serve as Secretary for executive management-level committees in SGUS
* Work with participants to prepare agendas and review (providing feedback as needed) materials for meetings
* Regularly interface with Business and support functions to advise and assist with good governance across the SGUS governance committees and the legal entity structures
* Ensure compliance with governance record keeping policies and procedures
* Maintain and update and assist in implementing local and global corporate governance policies and procedures, including signature authority policies, committee governance
* Assist in preparing and filing reports of required information to relevant regulators

## Qualifications for corporate secretary

* High School Diploma or equivalent supplemented with course work in personal computer operations and three to five year’s secretarial/administrative experience
* A minimum of 3 years of business office experience required
* Initiative and an ability to work independently without supervision required
* Proficient in use of Microsoft Office products software (Excel, Word, Access, Power Point) required
* At least 2 years experience in U.S. based Import, Export, or International Sales administration or Transportation environment is preferred
* Hazardous materials transportation experience preferred