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# Example of Corporate Secretary Job Description

Our growing company is searching for experienced candidates for the position of corporate secretary. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate secretary

* Assist other members of the Legal Department on longer-term or ad hoc projects and assignments
* Manages day-to-day operations of the Corporate team, including administrative and legal documentation issues
* Participates to conference calls and face-to-face clients meetings
* Anticipates and detects clients’ needs
* Ensures an appropriate follow up of clients files and relationship
* Handles with ad-hoc complex client files and/or operations
* Reviews the accuracy and exhaustiveness of client files in cooperation with the team of Accountants
* Maintaining proper legal records and files
* Maintenance of statutory books for all Group companies which includes
* Being the ‘go to’ person for the colleagues of the CR department

## Qualifications for corporate secretary

* Exceptional time management and ability to multitask effectively
* Proactive, common sense and ability to use initiative
* Ability to meet with clients and communicate with them with confidence
* Ability to work well in virtual teams in matrix organizations
* Ability to deal with sensitive, confidential information
* Qualified company secretary with experience in funds minute taking and a minimum of 5 years' experience in a company secretarial role