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# Example of Corporate Secretary Job Description

Our company is growing rapidly and is looking for a 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

* Working with stakeholders to ensure that materials submitted are clear, have been vetted by the right stakeholders and that submissions align with the requirements of NN’s internal corporate governance frameworkand are submitted timely
* Following up on action point from the various board meetings
* Organising and scheduling the accommodation / lodging and transport of board members in relation to attendance at meetings
* Managing the corporate secretariat calendar for the board and committee meetings and meetings of the individual Supervisory Board members
* Working with stakeholders to maintain the annual meeting schedules for both boards and their committees
* Registering and welcoming guests, in person or on the telephone
* Ensuring proper retention and filing of documents and for timely destruction of materials as assigned
* Assist the (Deputy) Corporate Secretary in developing and writing internal procedures to ensure that Corporate Secretariat tasks are well-memorized with clarity on roles and responsibilities
* Provides administrative support to the Vice President & General Counsel
* Schedules and maintains calendar

## Qualifications for corporate secretary

* Discharging company secretarial functions with regard to requirements under the Companies Act, 2013, including preparation of annual corporate compliances and other declarations and certifications under the Companies Act, passing of resolutions by the company, assistance with holding any board and shareholders meetings of the company, and appointment of directors and other key personnel
* Excellent Microsoft Office skills – Outlook, Word, Excel and PowerPoint
* Flexibility and adaptability to juggle a range of different tasks to meet deadlines
* Graduate Degree (preferably in literature/business/management/administration/science)
* Specialised secretarial qualifications or certifications
* Minimum of five years in a Business and /or Accounting related field with professional level support responsibilities