

United Arab Emirates Jobs Expertini®

Company Secretary, Global Investment Manager, Abu Dhabi, UAE

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Company: PER, Private Equity Recruitment

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

About our client

Our client, a well-established global investment management firm are currently looking to hire apany Secretary to join their Abu-Dhabi office and be an integral member of their international legal team. The firm invests across multiple jurisdictions through a number of strategies. To date they have been very successful and this is expected to continue as they grow from an AUM and headcount perspective **What the job involves**

As thepany Secretary, you will work closely day to day with the firms General Counsel, providing advice and guidance to the Board of Directors and CEO onernance matters to ensure the firm ispliant with relevant legislation, guidelines and best practice.

Provide legal, strategic andernance advice to senior management and board members

Leading strategic negotiations and drafting allernance documents

Supervising the integrity of thepany structure, ensuring all acquisitions are carried out in accordance to procedure

Provide Co-sec support for board meetings

Regular review ofernance framework

Ensure corporate and regulatorypliance for the firm

Who we are looking for

Experience of working as apany Secretary of similar role within a global investment organisation

Familiar with UAEpanyerning laws

Knowledge of up to date regulatory and legal laws

Knowledge of multiple investment products and strategies

Excellentmunication skills and ability to liaise at all levels

Save role

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