

Group Company Secretary

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Company: Calvin James Recruitment

Location: Dubai

Category: healthcare-practitioners-and-technical

Key Responsibilities:

Corporate Governance: Advise the board of directors on their legal and regulatory responsibilities, and ensure compliance with corporate governance principles and relevant regulations.

Compliance: Stay abreast of changes in legislation and regulations, and ensure that the company complies with all statutory requirements. This includes filing statutory returns and maintaining accurate records.

Legal Expertise Demonstrate a strong understanding of company law, corporate governance principles, and relevant regulations to provide expert guidance to the company and its stakeholders.

Board Support: Coordinate board meetings, prepare agendas, circulate board papers, and take minutes of meetings. Provide support to board committees and ensure their effective operation.

Communication: Serve as the primary point of contact between the company and its shareholders, regulators, and other stakeholders. Draft and issue communications to shareholders, including notices of meetings and proxy forms.

Risk Management Identify potential risks to the business and implement procedures to mitigate them. Provide advice on risk management strategies to senior management

and the board of directors.

Record-Keeping: Maintain accurate and up-to-date records of the company's activities, including its corporate structure, shareholdings, and meetings. Ensure compliance with record-keeping requirements.

Qualifications and Skills:

Bachelor's degree in Law, Business Administration, or a related field. A professional qualification such as Chartered Secretary (ACIS or FCIS) is highly desirable.

Strong understanding of company law, corporate governance principles, and relevant regulations.

Previous experience in a similar role or in legal, compliance, or corporate governance-related positions.

Excellent communication skills, both written and verbal, with the ability to communicate effectively with stakeholders at all levels.

Attention to detail and the ability to maintain accurate records and fulfill regulatory obligations.

Analytical skills to assess complex legal and regulatory issues and provide practical solutions.

Interpersonal skills and the ability to build relationships with board members, senior management, shareholders, and external stakeholders.

Integrity, ethical conduct, and a commitment to upholding the highest standards of corporate governance.

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