



JOB DESCRIPTION

Junior Company Secretarial Executive

The role is related to statutory Company Secretary as defined by Section 171 of the Companies Act and for those pursuing a career in this respect.

ROLE:

- Provide ongoing company secretarial documentation for private companies, primarily in the technology and consulting sector.
- Managing filing deadlines and compliance requirements for clients.
- Research corporate compliance topics.
- Ensure timely delivery and manage expectations

The new team member we are looking for must possess the following skills:

- A working understanding of the Companies Act
- Good client relation skills
- Attention to detail, even while multitasking
- Tech savvy

QUALIFICATION

- 1 to 3 years experience in similar role anywhere in the world
- Chartered Secretary (student or trainee) or related degree

The role is ideal for someone interested in building a career in the chartered secretarial field. You will be mentored on an ongoing manner by a SAICSA and CSIS member. You will have broad exposure in terms of clients, types of services and get to work in a friendly, collegial atmosphere with a good work life balance.