

Job Title: **Company Secretary**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ELC**

Date: **04/06/2025**

Position Overview:

We are seeking a skilled and motivated Company Secretary for our Staffing and Recruiting organization. In this critical role, you will ensure compliance with statutory and regulatory requirements, maintain corporate governance, and manage board activities. You'll collaborate with executive management and the board, advising on governance and improving legal compliance. Responsibilities include organizing board meetings, preparing agendas, recording minutes, and overseeing statutory registers and record-keeping. The ideal candidate will possess professionalism, attention to detail, and strong communication skills, contributing to our dynamic team's governance and compliance strategy.

Key Responsibilities

- Ensure compliance with statutory and regulatory requirements for the company.
- Prepare and distribute meeting agendas, minutes, and related materials for board meetings.
- Maintain and update the company's statutory registers and records.
- Advise the board of directors and management on corporate governance practices and compliance issues.
- Coordinate and facilitate the process of corporate filings and disclosures with regulatory bodies.
- Monitor changes in relevant legislation and the regulatory environment and assess their impact on the company.
- Assist in the preparation of the annual report and other corporate materials to ensure accuracy and consistency.

Requirements:

- Bachelor's degree in Business Administration, Law, or a related field.
- Professional qualification as a Company Secretary or equivalent is required.
- Minimum of 5 years of experience in a company secretarial role, preferably in the staffing and recruiting industry.
- In-depth knowledge of corporate governance principles and regulatory frameworks.
- Excellent organizational and time management skills to handle multiple priorities.
- Strong verbal and written communication skills, with the ability to produce clear and concise reports.
- Ability to work collaboratively with senior management and board members, demonstrating a high level of professionalism.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.