

Job Title: **Executive Company Secretary /PA**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD**

Date: **04/06/2025 – 04/06/2025**

Position Overview:

We are seeking a highly organized and detail-oriented Executive Company Secretary/PA to join our dynamic team in the Staffing and Recruiting industry. The successful candidate will play a pivotal role in supporting the executive leadership team and ensuring that the company adheres to its corporate governance obligations. This position demands excellent communication skills, discretion, and the ability to manage various administrative and secretarial tasks. The Executive Company Secretary/PA will be responsible for preparing meeting agendas, taking minutes during board meetings, and maintaining a comprehensive filing system for all corporate documents. Additionally, this role includes liaising with external stakeholders and regulatory bodies to ensure compliance with legal requirements. The ideal candidate will possess strong analytical skills, the ability to handle confidential information sensitively, and a proactive approach to problem-solving. You will be a key partner in fostering a transparent and efficient governance framework while providing exceptional administrative support to the executive team. If you are looking for a challenging and rewarding career opportunity in a fast-paced setting, we encourage you to apply for this crucial position in our organization.

Key Responsibilities

- Act as the main contact for employee relations issues.
- Investigate employee complaints and concerns fairly and thoroughly.
- Mediate and negotiate to resolve conflicts between employees and management.
- Create and implement initiatives to boost employee engagement and morale.
- Advise management on best practices and policies for employee relations.
- Conduct exit interviews to identify turnover trends and improve retention.
- Prepare and distribute agendas and minutes for meetings.
- Ensure compliance with legal and regulatory requirements.
- Maintain accurate corporate records and documentation.
- Communicate with stakeholders, including board members and regulatory agencies.
- Assist with reports and presentations for executive meetings.
- Coordinate travel and schedules for the executive team.
- Handle confidential information with discretion.

Requirements:

Bachelor's degree in Business Administration, Law, or a related field.

- Proven experience as a company secretary or executive assistant.
- Strong knowledge of corporate governance and compliance regulations.
- Excellent written and verbal communication skills.
- Exceptional organizational skills with keen attention to detail.
- Ability to manage multiple priorities and meet deadlines under pressure.
- Proficiency in Microsoft Office Suite and other relevant software.

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.