



TALENT ON TAP

Corporate Governance Advisor/Company Secretarial

A leading Corporate Finance group based in Johannesburg is looking for a legal and corporate governance advisor to join the company secretarial and governance advisory team.

Applicants must have a minimum of 2-3 years' experience in a legal/corporate governance related role, be ambitious, energetic and not afraid to take on new challenges. The ideal candidate must also be willing to assist in securing new clients and growing the company secretarial and governance advisory business.

The successful candidate will be exposed to a wide range of corporate governance advisory and company secretarial work, liaising with high profile clients at a board level on matters of good corporate governance and changes in legislation. The successful candidate will further be involved in maintaining statutory records of clients, as well as managing client meetings and transcribing minutes.

Applicants with a good academic history and who regard themselves as being self-motivated with a high level of attention to detail should feel encouraged to apply for the position.

Key Requirements:

- Admitted attorney, CIS (Company Secretarial) qualification, LLB/BA Law Degree or similar
- Extensive knowledge of the Companies Act and the King code
- Confidence to communicate with people at all levels and raise matters that may warrant the attention of the board
- Excellent English communication skills (written and verbal)
- Knowledge of company filings and experience in dealing with CIPC
- Efficient organisational ability and time management
- Typing speed of 50 WPM and accuracy in dictation
- Excellent computer skills in MS Word
- Must be prepared to work overtime if required
- Young, energetic and goal orientated, must be willing to learn and grow with the organisation
- Work well under pressure and adhere to deadlines
- Accuracy and attention to detail
- Must take ownership of the position
- Must have own car and driver's license and be willing to travel within Gauteng

Market related salary.

CV's: greer@talentontap.co.za