

## **Canyon CTS - Company Secretary**

Canyon CTS is seeking a Company Secretary for a full-time role in the Shannon area. The role will offer the opportunity to work in a fast-paced environment, servicing both international and domestic clients and will broaden experience in the areas of company secretarial and general compliance.

### **Main Duties**

Delivery of a suite of company secretarial services to the highest standard to include (but not limited to):

- Maintenance and monitoring of company secretarial filing dates and communication of same internally;
- Responsibility for timely submission and maintenance of filings with the Companies Registration Office and other relevant regulators;
- Arranging for company formations and branch registrations;
- Preparation of board meeting minutes and resolutions;
- Preparation of documentation for Annual General Meetings and assistance with other minutes as required;
- Maintenance of statutory registers on internal systems and updating minute books and statutory registers;
- Maintenance of internal trackers/spreadsheets including directorship lists for internal directors;
- Responsibility for inducting, training and mentoring new team members and providing assistance during induction period of company secretarial matters arising; and
- Assistance with other internal compliance matters as and when required.

### **Skills and Experience:**

- Company secretarial experience essential.
- Experience with company secretarial software desired but not essential.
- Good working knowledge of company law in Ireland.
- Ability to work independently without close supervision.
- Ability to manage relationships at all levels.
- Excellent attention to detail.
- Excellent written and verbal communication skills.

### **Personal Qualities:**

- Conscientious and methodical.
- Inquisitive attitude.
- Personable, with a positive attitude.

**Benefits:**

- Opportunity to work for a global corporate services provider, with international and domestic clients across a broad range of industries, including aviation, property, lending, pharmaceutical, agri-food sector
- Opportunity to specialise in the aviation industry with exposure to key market players, and to gain a commercial awareness of the industry and aviation accounting
- A competitive salary and a range of exceptional benefits, including:
  - Discretionary bonus
  - Pension
  - Permanent Health Insurance (death in service and income protection)
  - Private health insurance
  - Tax saver commuter tickets
- Customised training adapted to your needs throughout your career.
- Company in a significant growth phase with lots of opportunity for internal transfers and progression.
- Access to group wellbeing programme
- CSR initiatives