

JOB DESCRIPTION

Position: Corporate Secretary	Department:
Reporting relationships: Bacas Holdings Ltd CEO	Effective date: 2013

Basic job purpose:

To provide Corporate Secretary and Executive Administrative support to the CEO and the Board of Directors

Primary job responsibilities:

- Provide Executive Assistance to the CEO
- Maintaining Corporate records and ensuring compliance with statutory and regulatory requirements

Specific job duties:

- Executive assistance duties for all Bacas Group of Companies CEO involving:
 - Internal and external meeting coordination for CEO;
 - Assisting with developing and preparing presentations;
 - Planning events and VIP visits;
 - Research as required;
 - Expense reports;
 - E-mail and calendar management;
 - Assist with contract management and lease administration;
 - Coordinate CEO and Board of Directors' travel itinerary;
- Corporate Secretary duties for all Bacas Group of Companies involving:
 - Issuance of notices for Board and Committee meetings;
 - Making all necessary arrangements for the holding of meetings, including the selection of location and preparation of the agenda and documentation;
 - Attendance at meetings;
 - Keeping a record of the business transacted at, and preparing minutes of meetings;
 - Maintaining the corporate seal, minute book and other books and records of the corporation, such as register of directors and senior officers and of board committees as well as copies of all statutory returns filed with various authorities;
 - Certification of resolutions and other corporate documents;
 - Receiving notices and service of other documents on behalf of the corporation;
 - Recording of share issuance and transfers, maintenance of shareholder records as required for amalgamation, acquisition and corporate restructuring.
- Providing additional office administrative assistance as requested
- Taking the initiative to anticipate needs for scheduling changes
- Maintaining confidentiality

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Skills / Competencies / Knowledge / Education required:

- Understanding & experience with MS Office Products
- Excellent communication, time management, organizational, detail and accuracy skills
- 5 years plus experience in an executive assistant role
- 5 years plus Legal Assistant experience
- Relevant Corporate Secretary experience with a public company.