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A company setup under Section 42 of the Companies Ordinance, 1984 is looking for experienced & dynamic individual for following position on contract basis, based in Islamabad:

POST:

Assistant Manager/ Deputy Manager Corporate Affairs (01)

Qualification:

- Member of a recognized body of professional accountants. OR
- Member of a recognized body of corporate or chartered secretaries. OR
- Person holding 16 years of education in Business Administration or Commerce or being a Law graduate from a university recognized by the Higher Education Commission OR
- Master's degree

Experience:

- Minimum three (03) years of professional work experience in Legal and/or Corporate Affairs. Ability to demonstrate expert level legal drafting and documentation skills. Expert communication skills including ability to present to top management.

DESCRIPTION OF RESPONSIBILITIES.

- To act actively in the administration of the corporate affairs of the company and business of the Board.
- To assist in all Board and committee meeting logistics, coordinating, preparing and distributing Board/committee pre-read materials, meeting agendas, notifications, and meeting minutes for the Board of directors and committees.
- To attend Board and committee meetings, recording minutes, highlighting Board and committee decisions and information items.
- To properly maintain key corporate documents and records like statutory books.
- To maintain good working relationships with all stakeholders through effective communication
- To Prepare for and conduct an AGM successfully
- To assist in promoting Board development, should assist the BoD with all development processes including board evaluation, induction, and training.
- Responsible for driving the strategic agenda as set by the CEO office, which includes designing & implementing the project strategies & other related process strategies, enabling the organization to adopt future technologies & industry best practices.
- Coordination with both internal & external private\public stakeholders.

- Assist CEO office operations as per directions of the CEO.
- Oversee special projects\operations of strategic importance to the organization.
- Preparation of publications, reports, articles or any other such material when required.

Maximum Age Limit : 40-45 Years