



GILLIGAN BLACK RECRUITMENT LIMITED



#JOB-2356087



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



Dependent On Experience



19/09/2024



17/10/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : theresa.black@gilliganblack.ie



Open your camera app & point here to view this ad online



Company Secretary – Investment Funds

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Company Secretary – Investment Funds

Dublin 2

Hybrid

This Global Markets specialist is further expanding their team due to success in Dublin and right across Europe. You will work with a team of highly experienced and committed peers who are career focused and brilliant at their jobs. Working in an collaborative environment of support and development, where you are able to work in a value add and professional approach.

Your role will involve managing a portfolio of clients, ensuring filing obligations, and CRO commitments, organising Board meetings, advising on best practice, looking after compliance, document prep, and adding to a culture of process improvement.

It is essential you have a track record working as a Company Secretary within an Investment Funds environment, ideally with your ICSA qualification or working towards it.

If you thrive in an professional and respectful environment and love to be one of the most knowledgeable people in the room apply with your CV for immediate consideration.

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]