



WAYSTONE CENTRALISED SERVICES (IE)

LIMITED



#JOB-2470333



35 Shelbourne Road, Ballsbridge, Dublin 4,

D04 A4E0



No of positions : 1



Paid Position



39 hours per week



54000.00 Euro Annually



15/09/2026



13/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://waystone.bamboohr.com/careers/1695>



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



Senior Associate - Board Support Services COE

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

Summary: Reporting to the Associate Director - Board Support Services Team, the Senior Associate will be an integral part of the team's success.

We offer hybrid working arrangements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for drafting minutes in respect of Cayman Islands domiciled funds.

Responsibilities may include (but are not limited to) the following:

Draft minutes that reflect key deliberations and strategic points.

Attend meetings when necessary to capture accurate records of discussions, decisions and action items.

Ensure minutes adhere to organizational templates, governance standards, and confidentiality requirements.

Deliver first-draft minutes within agreed timelines and circulate to relevant stakeholders for review.

Incorporate feedback and maintain version control to produce polished, approved final minutes.

Complete Document Execution Form for signing of minutes and file minutes securely in accordance with the team's procedures.

Extract and record action items, maintaining Action Point Log where required.

Respond to internal queries related to minutes and meeting records.

Support minutes-related project work as assigned.

Keep relevant trackers updated for assigned matters.

Follow established minutes team procedures, templates, and process documentation for the minutes team

Requirements:

The ideal candidate will have excellent grammar, spelling, and written communication skills,

supported by at least three years of relevant company secretarial or governance experience, ideally including exposure to the funds sector.

They will be highly self-motivated, proactive, and comfortable working in a fast-paced environment with tight deadlines, demonstrating exceptional attention to detail and the ability to capture complex discussions accurately and impartially. Strong organisational, time-management, and multitasking abilities are essential, along with excellent interpersonal skills and the confidence to engage professionally with senior stakeholders.

The candidate must be able to maintain confidentiality, work both independently and as a supportive resource for junior team members, and show adaptability in contributing to process improvements, project work, and evolving team needs. Proficiency in Microsoft Office and familiarity with document management or board portal systems is required, as is a commitment to quality, consistency, and adherence to established procedures and governance standards.

- This vacancy is suitable for Remote/Blended working
- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]