

Location	Intramuros, Manila
Position	CORPORATE SECRETARY
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Coordinates board and executive committee meetings and draft minutes. 2. Ensure the company complies with legal, regulatory, and statutory obligations. 3. Prepare agendas, minutes, and resolutions for board and shareholder meetings. 4. Maintain and update corporate records, including the company's register of shareholders, directors, and key management personnel. 5. Certifying under oath the amendments in the Articles of Incorporation of a Company to effect the change along with its registration. 6. Assist in drafting and reviewing legal contracts, agreements, and company policies.
Education	Must be a Lawyer
Skills Required	<p>Minimum 5-7 years of experience as a Corporate Secretary or in a similar governance role. Strong understanding of corporate law, governance, and regulatory compliance. Excellent communication and interpersonal skills. Attention to detail with strong organizational and documentation skills. Ability to handle confidential information with integrity</p>
Job Type	Permanent, Regular
Job Level	Senior Management
Rate	Php 131,124.00
Benefits and Allowances	<ul style="list-style-type: none"> - 13th month and 14th month - De minimis Benefit - Representation Allowance or Transportation Allowance - Personnel Economic Relief Allowance - Paid Leaves - Other benefits as provided by law