

PRIME PARTNERS LTD

PROFILE SUMMARY

CORPORATE ADMINISTRATOR

PURPOSE

The Corporate Administrator will assist in the day to day operation of the Corporate Services Unit, servicing a portfolio of client companies.

REPORTING LINE

The Corporate Administrator will report to the Head of Corporate Services through his immediate Supervisor.

RESPONSIBILITIES

The responsibilities for the position of Corporate Administrator shall include but not limited to the following:

1. To assist in preparing agendas/papers for board meetings, committees and annual meetings;
2. To attend meetings, take minutes of proceedings and draft written resolutions under guidance of senior officers, as and when required;
3. To follow up on actions from meetings, dealing with correspondences, collating information and writing reports to ensure decisions are communicated to the relevant stakeholders as and when required;
4. To develop relationships with clients and intermediaries so as to be seen as the first point of contact on all routine matters;
5. To ensure that clients records and statutory books including the corporate secretariat software and the Document Management System are properly maintained;
6. To ensure timely filing of statutory forms with the Corporate Business and Registration Department under the guidance of senior officers;
7. To liaise with external regulators and advisers, such as lawyers and auditors on corporate secretarial issues;
8. To draft Annual Reports, Corporate Governance Reports and any other statutory reports under guidance of senior officers;
9. To carry out search at the Corporate Business and Registration Department;
10. To follow up registration of transfer of shares at Registrar General's Department;
11. To process incorporation of companies;
12. To take responsibility for achieving a high standard of service for the portfolio of client companies ensuring that client expectations are met.
13. To perform any such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Corporate Administrator.

PROFILE

- Partly qualified ICASA
- Good level of verbal, written and interpersonal communication, organizational and computer skills.
- Pleasant personality and good communication skills.
- Ability to use judgment in handling confidential information.
- Ability to work under pressure.
- Familiar with laws and regulations governing companies.