

One of the leading conglomerates with multiple legal entities is seeking a seasoned professional to join as Company Secretary.

COMPANY SECRETARY

Responsibilities:

- Advise the boards of directors on regulations, including the listing rules of the CSE.
- Facilitate communication between the board, committees, senior management and shareholders.
- Oversee the administration of the corporate secretarial function, including maintaining statutory documents and records.
- Ensure the timely preparation of minutes for board meetings and relevant committee meetings.
- Organize board meetings and annual general meetings (AGMs) and prepare agendas.
- Ensure statutory compliance, including matters related to the registrar of companies.
- Monitor changes in relevant legislation and the regulatory environment, taking appropriate action as needed.
- Liaise with regulators and other relevant institutions.
- Coordinate matters relating to dividend payments.

Requirements and Qualifications:

- The candidate should be an Attorney-at-Law and Notary Public or a member of a reputable professional body.
- A minimum of 15 years of experience in a similar role.
- Excellent interpersonal and communication skills.

Competitive remuneration package commensurate with skills and experience.

Please forward your complete resume in PDF format with contact details of two non-related referees to **mslrjobs@slt.net.lk** within 10 days of this advertisement, quoting **MSL Reference No. 8212** in the subject line.