

COORDINATOR OF COMPANY SECRETARY IS REQUIRED URGENTLY!

Al Baraka Pakistan Ltd is the pioneer of Islamic Banking in Pakistan and has been operating in the country since 1991. It has the network of 224 branches in 100 cities of Pakistan. Albaraka Bank Pakistan Limited is seeking applications from highly skilled and experienced candidates for the position of “ **Coordinator Of Company Secretary**” at Karachi.

Experience Required:

Minimum 2 Years of Banking experience

Educational Qualification:

ACCA / CA Intermediate

Job Responsibilities:

1. Manage the effective servicing of Boards, Committees and associated meetings. This will include summoning meetings, preparing agenda, collating papers and ensuring their timely distribution, preparing minutes and follow-up action plans.
2. Manage and monitor follow up action taken after the meetings, and maintain a rolling agenda.
3. Manage and maintain Board and Committee records including papers, minutes, and the indices of reports considered and of delegated authorities.
4. Manage and organize annual and extraordinary general meetings.
5. Actively engage with relevant functional departments to ensure functions are properly aligned to support Company's business interests: managing content review, submission date enforcement.
6. Manage, Explore and utilize synergies between the Corporate Affairs functional areas and other functions.
7. Liaison with the office of various Directors in order to ensure their timely joining/retiring and facilitation for routine company matters.
8. Assisting the Company Secretary in matters including liaison with regulators, directors and shareholders.
9. To manage the process for appointments and elections/nomination of Board and Committee members.
10. To manage, develop and maintain good relations and contact with key executives and managers who provide reports to the Boards/ Committees.
11. Ensure compliance with statutory requirements and governance best practice.
12. To manage the preparation of Annual and statutory Returns.
13. To manage and maintenance of statutory records and registers.
14. Preparation of reports as required by the role.
15. Take a flexible approach to relevant issues and act promptly to ensure situations are dealt with appropriately and effectively.
16. Provide relevant and timely updates to various functional areas regarding various sections of minutes of the Board of Directors' and preparing extracts thereof.
17. Such other duties as may from time to time be allocated by the Company Secretary.

Interested candidates to share their profile at careers@albaraka.com.pk latest by July 30 , 2017.

(Please don't forget to mention the applied Position and Location on the subject)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER