



## **LEGAL COUNSEL & SENIOR MANAGER, CORPORATE SECRETARIAL SERVICES**

### **LOCATION: JAMAICA**

Our Client, a Caribbean regional conglomerate with expanding international reach, is seeking to recruit for the post of Legal Counsel & Senior Manager, Corporate Secretarial Services. The post will report directly to the General Counsel & Chief Corporate Secretary providing legal advice and technical support on and oversight of Corporate Secretarial, Share Registration and Trademark related matters to the Group of Companies.

#### **Profile:**

- An attorney-at law with a minimum of five (5) years' work experience in corporate secretarial functions, with the ability to effectively operate in a fast paced and dynamic process/deadline driven environment.
- A sound knowledge of company secretarial practice and working knowledge of the Companies Act and rules of the Jamaica Stock Exchange and other Exchanges on which the Company's stock is listed to ensure compliance.
- Operational knowledge performing the functions of Registrar as it relates to the rules and regulations surrounding Share Registration and Shareholders' Rights.
- Experience in providing comprehensive legal advice to management, keeping abreast of legislative changes affecting businesses in the Group.
- People leadership skills with the ability to supervise and coach a team of professionals.
- Proficiency in Trademark and Intellectual Property services.
- ICSA designation or equivalent experience is required.

Suitably qualified candidates interested in this challenging career opportunity should submit their Curriculum Vitae to <https://caribbeancatalyst.recruiterbox.com/jobs/fk01gyo?source=> no later than **October 8, 2018**.