**Job Description**

1. **Secretarial**
* Prepare Notices of Meeting and agendas for all meetings including Director’s Meetings, Annual General Meetings and Special Meetings
* Prepare and issue necessary documentation (eg notices of motion forms, proxy forms) in relation to the proceedings at the AGM
* Prepare minutes for all meetings including Director’s meetings, Annual General meetings and Special Meetings
* Attending to all correspondence and responding as required
* Manage the process of reviewing company documentation eg Health and Safety Manual, Employment documentation
1. **Meetings/Conference**
* Arrange meeting venues and catering for the AGM and any other company meetings
* Pre-prepare papers for Director’s meetings
* Issue registration forms for Conference and AGM
* Prepare an annual report to be presented at the AGM
* Maintain close contact with venue and conference convenors, sponsors, speakers both before and after the AGM/Conference
1. **Shareholders**
* Issue documentation required for the sale of an area
* Receive documentation for sale of areas and process accordingly, registering name on company register, issuing shares, setting up management fees, 0800 number diversion
* Ensure new shareholders have access to Chemwash standard documentation
* Maintain and update all files on individual operators
* Maintain an up to date shareholder database
* Maintain the 0800 number calling system nationwide
1. **Communication**
* Ensure Directors are kept well informed on all aspects of company business
* Communicate issues with shareholders on a regular basis via email and ad hoc newsletters
* Communicate as needed with industry stakeholders eg suppliers, Companies office, auditor, IRD
1. **Financials**
* Manage the yearly management fee invoicing process
* Manage the company’s bank accounts
* Prepare financial reports for tabling a Director’s meetings
* Manage payables and receivables
* Prepare end of year accounts for AGM and liaise with Markhams to get these registered at Companies Office
* Prepare a budget for the year

**6. General**

* Manage the Directors and Officers Liability Insurance process
* Revert customer queries (phone or email) to the appropriate operator
* Deal with customer complaints

In addition, provide services as may be reasonably requested by the Directors from time to time.