

## **CORPORATE SECRETARY. TAGUIG, PHILIPPINES (THE)**

**Avia Solutions Group (ASG) Global Services Philippines** is looking for a **Corporate Secretary** to join the Group's **Corporate Affairs and Assurance** department.

**This position is based in the ASG Global Services Philippines office in BGC, Taguig, under a hybrid setup and working on the EMEA Time Zone.**

Avia Solutions Group (ASG) is the leading aviation business group, operating across all continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, and Australia. Backed by 14,000 highly skilled aviation professionals, the group is the largest global ACMI (Aircraft, Crew, Maintenance, Insurance) provider, operating a fleet of 200+ aircraft. The group also provides various aviation services such as MRO (Maintenance, Repair, and Overhaul), pilots and crew training, ground handling, and other interconnected solutions.

### **Role Overview:**

As a Corporate Secretary, you will play a critical role in ensuring efficient communication with internal and external stakeholders. This position requires exceptional organizational skills and a proactive approach to managing corporate documentation and processes.

### **Key Responsibilities:**

- Providing information and maintaining template documents for board meetings.
- Ensuring seamless communication with stakeholders, including banks, subsidiary companies, and other counterparts.
- Managing corporate documents, tracking their status, and maintaining meticulous records.
- Handling and processing documentation tasks with consistency and accuracy.

### **What we are looking for:**

- Bachelor's degree in Management, Business Administration, Communications, or any related field.
- Having at least 3 years of experience in corporate secretarial roles.
- Strong attention to detail and ability to handle repetitive processes with precision.
- Excellent communication skills with a client-service mindset.
- Ability to use basic corporate systems.
- Ability to manage sensitive information and documents with discretion and professionalism.

### **The Benefits of being part of our Team:**

- Contribute to meaningful projects that shape the future of the Group, allowing you to grow professionally while making a real difference.
- Be part of a collaborative and inclusive environment where your ideas are valued, and innovation takes center stage.

- Benefit from personalized learning pathways, dedicated mentorship, and a clear trajectory for career advancement.
- Enjoy a flexible work culture and comprehensive benefits that support both your personal and professional well-being.
- Your efforts will be celebrated through competitive compensation and employee recognition programs designed to highlight your contributions.

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A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.