

Job Title: Assistant Company Secretary

Department: Legal, Compliance and CoSec

Reports to: Manager, Company Secretary



- + **Own:** Goodman buys property for the long-term, providing ongoing relationships with customers and investment opportunities for its funds
- + **Develop:** Goodman's tailor-made developments across Asia Pacific and Europe are designed to meet the individual needs of its customer.
- + **Manage:** Goodman's in-house property services teams ensure the operational needs of its customers are met and its assets are maintained to an exceptional standard. This generates increased customer satisfaction, higher retention rates and, in turn, secures returns for investors.

Primary Objective of this position:

The role will primarily be to perform company secretarial, paralegal, and investor services for Continental European (CE) corporate entities owned and/or managed by the Goodman Group. The below mentioned tasks will initially primarily be in connection with Luxembourg based legal entities. However, when the need arises, companies incorporated in other jurisdictions in CE might also be in scope (notably French, German or Polish entities). In addition to the responsibilities and tasks specified below, you may be asked to participate in ad-hoc projects from time to time.

Housekeeping tasks for Luxembourg based entities are managed in-house. For other jurisdictions these tasks are, in general, carried out with the assistance of appointed service providers or legal advisers but coordinated by you. As part of the role, some travel (mainly to Brussels) may be necessary.

Responsibilities and Tasks:

Entity Life Cycle Management

Coordination and execution of the following in accordance with local regulations and internal procedures:

- + Set-up of new entities as required by the business.
- + Amendments to corporate structure of entities.
- + Liquidation and merger processes.
- + Capital restructuring initiatives (capital increase / decrease).
- + Maintenance of internal company secretarial systems (EO, Blueprint)

Boards, Committees, and other meetings

- + Convening of meetings as required.
- + Collection and distribution of papers together with an agenda to the directors and attendees.
- + Acting as secretary to the meeting.
- + Drafting and distributing minutes of meetings.
- + Drafting of circular resolutions.
- + Maintenance of voting trackers and proxies.
- + Organizing other formalities, proxies, DocuSign requests, etc...
- + Implementation of changes to compositions, including liaison with the CSSF, where applicable.

Shareholders

- + Ensuring proper upkeep of shareholder registers.
- + In the case of an EGM, liaison with legal advisers and notaries where required.
- + Coordination of invitations and proxies.
- + Collection of returned proxies and preparation of attendance list where applicable.
- + Production of meeting minutes.

Investor Services / Regulatory / Custody

- + Acting as point of contact with the depository, custodian, transfer agent and paying agent.
- + Attend to investor queries and requests in collaboration with the investment management teams.
- + Maintenance of internal records (such as investor registers, distribution lists, ...etc)

Approval of Annual Accounts

- + Working in close cooperation with the Finance Department, ensuring that annual accounts are correct from a corporate point of view and are approved both in accordance with local regulations and internal procedures.
- + Ensuring the timely deposit and publication of annual accounts, where applicable.

Paralegal & Document Execution

- + Working closely with the Legal Department and/or other areas of the business to assist with and ensure correct execution of legal agreements in accordance with statutory requirements and internal procedures.
- + Conducting legal research and assisting the Legal Department in drafting or managing documents and transactions when necessary.

Compliance Records Management

- + Ensuring the proper filing of all official and material documentation executed by entities in compliance with the Company Filing policy.
- + Other statutory filings and market releases as and when required.
- + Advocating the Company Filing policy within the Continental European operations.

Register of Commerce and Companies

- + Coordination of deposits required to update trade registers and mandatory publications.

General

- + Responding to AML/ KYC requests from counterparties (banks, customers,;:)
- + Continual and timely upkeep of corporate information databases.
- + Participation in budget preparation.
- + Participation at bi-monthly team meetings.
- + Contribution and preparation of reports to the business.

Skills, Knowledge and Experience:

- + Bachelor's degree in legal, business administration or other related fields combined with at least 2-3 years of relevant experience.
- + Language skills: English (must have), Polish, French, Dutch, and/or German (nice to have).
- + Sound knowledge of the Luxembourg company law and practices and of the funds industry.
- + Proven ability to professionally conduct meetings and act as meeting secretary.
- + Exceptional ability to manage tight processes in an organized and prioritized manner.
- + Attention to details and accuracy.
- + Strong interpersonal and communication skills (verbal & written) which permit the individual to effectively communicate within the Goodman's various offices and externally.
- + Team player adaptable to fast-paced and changing environment.
- + Highly disciplined, self-motivated, and delivery focused personality.
- + Legal and business acumen, knowledge of the real estate business environment is a plus.