

# Company secretarial staff - temporary placements

We have a number of trained company secretarial staff available for short and medium term secondments to your business.

Our staff will be available to ease the administrative burden during your busy periods, such as the lead up to your Annual General Meeting, freeing up your in-house staff to deal with more pressing issues.

In addition to your general administrative requirements our candidates will be able to offer assistance in the areas of annual return and other Company Registration Office filings, updating your company secretarial database and all other areas of corporate compliance and administration. We can provide this service at your premises or from our office.

## Benefits to you

- availability of someone to attend and minute board meetings and assist with the administration and follow up around any board meetings;
- availability of experienced and qualified staff in your busy periods without the cost of retaining full time staff;
- availability of replacement staff should any of your in-house staff be unavailable for an extended period of time; and
- continuity of service and minimal time spent on orientation as we would, where possible, place the same team member with you for each subsequent period of secondment.

## Contact

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