

OmniPro

Junior Company Secretary

Company Details

Company Name: OmniPro

Contact Person: Melanie Golden

Contacts Title: Head of HR & Operations

Email Address: mgolden@omnipro.ie

Location of Position: Ideally Wexford

Company Website: <https://www.omnipro.ie>

Type of Company: Professional Services

Position

Job Title: Junior Company Secretary

Number of Positions: 1

Vacancy Type: Current Vacancy

Applicant Requirements

Target Discipline: Corporate Governance, Business Law

Level of Qualification: Degree

Duties of Position

We are a leading professional services firm providing premium corporate governance, compliance, and advisory solutions to a diverse portfolio of domestic and international clients. We are seeking an ambitious Junior Company Secretary to join our growing team.

This role offers an excellent career progression pathway and comprehensive study support.

- **Portfolio Administration:** Maintain statutory registers, minute books, and the Register of Beneficial Ownership (RBO) for a dedicated portfolio of corporate clients.
- **Restructuring:** Aid with drafting company secretarial paperwork for corporate restructurings for manager review.
- **File various forms with the Companies Registration Office (CRO).**
- **Liaise directly with customers and their accountants as a point of contact.**
- **Compliance & Filings:** Prepare and submit statutory returns, director changes, registered office changes, resolutions, and share allotments through the CRO CORE portal.
- **Meeting Support:** Draft board resolutions, AGM documentation, and meeting minutes for review.

- Client Liaison: Act as the first point of contact for routine corporate governance and compliance queries.

Requirements & Qualifications

- Education: Relevant degree in Law, Business, or Corporate Governance.
- Professional Growth: Currently pursuing, or interested in pursuing, CGI qualifications.
- Experience: 6 months of corporate services or secretarial administration experience in Ireland is advantageous.
- Technical Skills: Familiarity with company secretarial platforms such as Diligent is a plus.
- Key Attributes: Excellent attention to detail, multitasking skills, and professional communication.

What We Offer

- Full financial backing and paid study leave for CGI professional exams.
- Competitive salary.
- Clear internal promotion pathways.
- Flexitime scheme.
- Early finish on Fridays.
- Parking.

Method of Application

Email: mgolden@omnipro.ie

Closing Date: 28/08/2026