



Security Papers
LIMITED

Company Secretary

 **Location:** Karachi

 **Gender:** Open to all (female candidates encouraged to apply)

 **Qualification:** CA/ACCA/FCMA/Law Graduate/Masters in Business Administration from HEC recognized Institute/University

 **Experience:** At least 11-15 years of relevant experience out of which 2-3 years preferably be at a similar level in reputable organizations.

 **Age:** 40 Years Max.

Key Responsibilities

- Ensure compliance with Corporate Laws, Codes of Corporate Governance and Stock Exchange regulations
- Organize and prepare agenda and minutes for Board meetings and arrange Annual General Meetings (AGMs)
- Circulate decisions of the Board and Committees to all relevant parties and take any necessary follow-up action to record progress
- Prepare the annual report of the Organization in accordance with legal and constitutional requirements
- Maintain all required legal records including the membership records of the Board and Management Committees and act as custodian of key documents
- Keep up to date with legislative and procedural developments and disseminate information to team members accordingly

Required Skills

- Working knowledge of relevant laws along with corporate etiquettes

- Ability to manage time and workload efficiently, including but not restricted to planning, organizing and prioritizing with proper attention to details
 - Proven leadership and management skill with the ability to optimize team performance and development
 - Excellent communication, interpersonal and influencing skills
 - Technically astute with experience of working with Senior Management including Board of Directors
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 How to Apply:

Interested candidates may apply by sending their resume to **hr@security-papers.com** by **2nd August, 2026** by mentioning position title in the subject.

 *Internal applicants may only apply if the position is one grade above their current level.*