

Secretary of the Management Committee and Supervisory Board

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Company: Expertise Recruitment

Location: Kuwait

Category: other-general

JOB REQUIREMENTS:

- 1.A university degree in law, preferably with higher academic degrees.
- 2.10+ years of legal experience in the banking industry (drafting agreements related to loans and investment... defending the bank against legal issues and claims...).
- 3.Fluency in Arabic and English. French is a plus.

JOB RESPONSIBILITIES:

- 1.Coordinate and follow up with the relevant departments to prepare the files that are presented to both the Management Committee and Supervisory Board, which include memoranda, documents, papers, and consolidated reports on private account activities and review them to ensure their accuracy.
- 2.Develop the formulation of policies and guidelines that regulate private account activities in light of the requirements for developing its activities.
- 3.Develop the formulation of lending, investment, and participation agreements and memoranda of understanding that the private account concludes with others.
- 4.Draft and send invitations to attend meetings of both the Management Committee and Supervisory Board, in accordance with the policy and procedures followed in this regard.
- 5.Prepare and send invitations to meetings of the Private Account Management Committee and Supervisory Board.
- 6.Prepare minutes of meetings of both the Management Committee and Supervisory Board and formulate the decisions issued by each of them.

7. Prepare periodic reports on the extent of the implementation of the decisions of both the Management Committee and the Supervisory Board to take what is necessary.
8. Responsible for all correspondence issued to and received from members of both the Management Committee and the Supervisory Board and to keep them properly and easily accessible only for those authorized to access them.
9. Assist the legal consultant in studying lending, investment, and technical support files.

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