

Assistant Company Secretary Immutep Limited

Immutep Limited is a globally active biotechnology company that is a leader in the development of immunotherapeutic products for the treatment of cancer and autoimmune disease. Immutep is listed on the Australian Securities Exchange (ASX) and on the NASDAQ Global Market in the United States and has offices in Australia, Germany, France and the US.

An exciting new opportunity has become available for an experienced Assistant Company Secretary to join the team for the equivalent of 2-3 days per week, part time permanent position. Commencing as soon as possible and initially reporting to the executive team member who is the Chief Operating Officer, Company Secretary & General Counsel (based in Sydney) you will be responsible for undertaking all necessary company secretarial administrative and reporting tasks for the organisation. With the opportunity to improve processes and initiate best practice, this is a fantastic position where you will help develop the internal policies and procedures of a diverse organisation.

Key Responsibilities:

- Ensuring organisational compliance with the Corporations Act and all other legislation and statutory authorities, including preparation of all ASX & ASIC reporting and compliance documents and management of regulatory lodgements
- Reviewing and assist with half and year-end reports and related periodic Board governance
- Project work and relieving the Group Company Secretary where required
- Liaison with an external share registry to ensure accuracy of ASIC registers and all stock exchange requirements are satisfied
- Assisting in insurance arrangements

Key Requirements:

- 3+ years' experience in a similar role
- Knowledge of ASX & ASIC reporting is a must
- Knowledge of SEC, SOX & NASDAQ requirements would be beneficial but not necessary, but the successful candidate must be willing to learn & assist with the maintenance of Immutep's dual ASX & NASDAQ listings.
- Strong working knowledge of Microsoft Office, Excel, Adobe programs and ability to use cloud based work collaboration systems.

- Graduate qualifications in legal, accounting, or finance is preferred
- Strong communication and listening skills
- Confident, friendly and professional manner
- Excellent organisational and time management skills
- Great team player
- Ability to meet deadlines and prioritise work tasks
- Flexibility to work from home as well as in Immutep's Sydney CBD office and accommodate various time zones given Immutep's global operations.

This role will give you the opportunity to work within a growing biotechnology company that has significant plans for future development. This is a permanent, part-time position.

[To apply please click apply.](#)

The application form will include these questions:

- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as a personal assistant?