

VACANCY

CORPORATE SECRETARIAL & ESG OFFICER

CORPORATE SECRETARIES AND ESG DEPARTMENT

LOCATION: CURAÇAO



JOB DESCRIPTION

The Corporate Secretarial & ESG Officer serves as the principal support role to the Corporate Secretary and Head of ESG, combining corporate secretarial execution, governance implementation, ESG coordination, and departmental administration. In this role, you will organize Supervisory

Board, Committee, and Shareholder meetings, maintain statutory and entity records, coordinate ESG and regulatory deliverables, and manage strategic governance projects across the MCB Group.

MAJOR ACCOUNTABILITIES

- Organize end-to-end logistics for Supervisory Board, Committee, and Shareholder meetings, including integrated calendars, board portal management, agendas, report packs, action tracking, and drafting high-quality, professional meeting minutes.
- Manage entity registrations, managing and supervisory director filings, authorized signatories, statutory books, and departmental filing systems.
- Support corporate governance frameworks by maintaining review schedules for policies and charters, drafting regulatory filings and board resolutions, and assessing regulatory developments.
- Coordinate ESG reporting and strategy by collecting and reviewing KPI inputs, preparing draft ESG dashboards and disclosure materials, and tracking emerging sustainability standards.
- Lead project and stakeholder coordination for governance and ESG initiatives across Group entities, tracking milestones, budgets, dependencies, and risks.

KEY COMPETENCIES

- **Drafting & Communication:** Exceptional written drafting and documentation skills with sound judgment to reflect complex deliberations, resolutions, and regulatory reports accurately.
- **Integrity & Discretion:** High ethical standards and confidentiality when handling sensitive board matters, statutory records, and executive escalations.
- **Planning & Prioritization:** Strong organizational ability to manage conflicting deadlines, project dependencies, and integrated calendars with limited supervision.
- **Analytical & Critical Thinking:** Detail-oriented approach to reviewing complex documents, evaluating governance trends, and validating ESG KPI datasets.
- **Stakeholder Management:** Proactive relationship-building skills to collaborate effectively with internal functions, Group subsidiaries, and external advisers.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- **Education:** Bachelor's degree or equivalent experience.
- **Professional Experience:** Relevant experience in corporate secretarial administration, Board support, corporate governance, and ESG or sustainability reporting.
- **Technical Knowledge:** Working knowledge of Board practices, corporate governance requirements, statutory record-keeping, and ESG data-quality concepts.

BESIDES THE EXCITEMENT AND THE CHALLENGE WE OFFER:

- Competitive salary and performance bonuses.
- Standard office environment and working conditions with option for hybrid working.
- Comprehensive healthcare package.
- Retirement savings plan.
- Generous vacation and sick leave.
- Talent and development opportunities.
- Employee assistance program.
- A vibrant workplace culture with team events and activities.

***EMBRACING THE
OPPORTUNITY TO
GROW LEADS TO
UNPARALLELED
PATHS OF
SUCCESS.***

WORKING AT MCB

At MCB, we are committed to fostering a culture of excellence, innovation, and inclusion. We believe in empowering our employees to grow professionally and personally within a supportive and dynamic environment. Our team values collaboration and diversity, and we are dedicated to making a positive impact in the communities we serve.

HOW TO APPLY

If you are passionate about this job opportunity and want to make a difference in the financial sector, we would love to hear

from you. Please submit your resume and cover letter to: hrd@mcb-bank.com

Note: This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the incumbent for this position.

