



PR/159089 | Group Secretary

## Job Information

### Recruiter

JAC Recruitment Malaysia

### Job ID

1543446

### Industry

Business Consulting

### Job Type

Permanent Full-time

### Location

Malaysia

### Salary

Negotiable, based on experience

### Refreshed

June 17th, 2025 13:01

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

### Company information

A Conglomerate company is looking to for a Group Secretary Manager role, based in Shah Alam HQ Office.

### Key Responsibilities:

- Responsible in managing all secretarial matters including overseeing and reviewing the work of assistant company secretary(ies) and coordinating the overall secretarial functions under the portfolio of the Group Secretarial Manager.
- To attend meetings of the Board, Board committees, shareholders, risk management units and any other meetings for the holding company and/or the group of companies.

- To act as named company secretary for the holding company and subsidiaries in the Group.
- To oversee and administer all corporate exercises of the Group.
- To undertake the preparation of meeting notices, agendas, meeting papers and minutes and ensure timely lodgement of documents with relevant authorities.
- To provide, prepare, review and/or verify corporate secretarial documents and information including but not limited to annual report, annual/ semi-annual/ quarterly report, announcement, circular to shareholders and any other corporate documents in compliance with secretarial and corporate laws and to provide advice to the Management and Board.
- Liaison with advisers, legal counsel, auditors, share registrar and/or relevant authorities on secretarial-related matters.
- To oversee, supervise, advise and guide the secretarial team in all secretarial related matters of the Group including policies, processes and compliance. 9. To undertake any other matters as may be required by the Management

**Key Requirements:**

- An Associate member of MAICSA and a licensed Company Secretary.
- Minimum 8 – 10 years' related working experience in handling corporate secretarial matters for a public-listed company.
- Well-versed with all the applicable statutory requirements, regulations and guidelines relevant to company secretarial practice

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**Company Description**