



PR/159492 | Secretarial Manager (Batu Caves)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1556270

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 10:53

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Information

A company based in Batu Caves is currently looking for a Secretarial Manager role. This role is a strategic leadership role focused on driving excellence in corporate governance, ensuring smooth secretarial operations, and maintaining full compliance with statutory and regulatory requirements. The successful candidate will play a key role in safeguarding the Group's legal interests, ensuring adherence to the Companies Act 2016 and other relevant laws.

The role also involves supporting Board and management functions, overseeing secretarial processes across the Group, and fostering alignment between internal departments and business entities to ensure consistent governance and compliance practices.

Key Responsibilities

- Serve as Company Secretary and principal governance advisor for all entities within AFA Group, ensuring compliance with the Companies Act 2016 and other applicable laws and regulations.
- Advise the Board of Directors and senior management on corporate governance matters, fiduciary duties, and regulatory obligations, ensuring alignment with best practices and statutory requirements.
- Act as the central liaison between the Board, Board Committees, senior management, and stakeholders, facilitating effective communication and decision-making.
- Lead the development and implementation of governance frameworks, Board and Committee terms of reference, and secretarial policies across the Group.
- Coordinate with internal departments and operating companies within AFA Group to ensure consistent application of statutory and governance requirements, and to support strategic initiatives and corporate exercises.
- Oversee the planning and scheduling of Board, Committee, and shareholder meetings, ensuring statutory compliance and alignment with business priorities.
- Manage relationships with external secretarial service providers, both locally and internationally, to support compliance and facilitate corporate transactions.
- Provide oversight on director appointments to foreign subsidiaries, ensuring governance alignment and documentation integrity.
- Ensure timely and accurate submission of statutory returns, annual filings, and disclosures to the Companies Commission of Malaysia.
- Prepare and review meeting agendas, notices, board papers, circular resolutions, and minutes, ensuring compliance with legal and governance standards.
- Facilitate the circulation of meeting materials and post-meeting follow-ups, ensuring Board decisions are properly documented and implemented.
- Review statutory disclosures in financial statements and liaise with auditors to address queries and ensure timely filing of audited accounts.
- Maintain and update statutory records and the Secretarial system for all Group entities.
- Provide corporate documentation and support to internal departments and operating companies for regulatory, audit, and tender-related purposes.
- Lead the daily operations of the Secretarial Department, including staff supervision, performance management, and resource planning.
- Develop and monitor the department's budget, risk register, and compliance activities in line with AFA Group's policies and procedures.

Key Requirements:

- Hold a valid Company Secretary license issued by MAICSA (Malaysian Institute of Chartered Secretaries and Administrators) or the CCM (Companies Commission of Malaysia).
- Minimum 7-10 years of experience in corporate secretarial practice, preferably in a group or regulated industry setting.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description