



## PR/096035 | Senior Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1560742

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 10:24

### 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

The Senior Executive will support the Regional Corporate Support, Legal & Compliance division, working closely with group companies in Singapore, Japan Headquarters, and across Southeast Asia and Oceania. This role involves handling administrative tasks and corporate management responsibilities for our company, which serves as a regional office under the Regional Corporate Management structure.

### Duties and Responsibilities

#### I: Corporate Management and Governance:

- Support the development and revision of group company management guidelines, ensuring alignment with legal and regulatory changes.
- Assist in regular compliance checks with group companies to ensure adherence to management guidelines.
- Coordinate group approval processes for key business matters (e.g., director changes, investment, dividends).

- Maintain updated corporate profile and documentation.
- Support procedures for periodic reporting on business operations and financial performance.
- Follow up on deviations from approved business plans and maintain organized records.
- Assist in preparing forecasts and cost allocations under supervision.
- Monitor financial performance including budget vs. actual and project cost control.

## II: Legal and Compliance

The team is responsible for ensuring and confirming that all important internal rules of the Group are properly established and that operations within the region adhere to group policies, regulatory requirements, industry standards, and ethical practices.

- Maintain internal rules and policies and support company-wide deployment and compliance.
- Assist in developing training materials and delivery compliance training sessions.
- Organize and administer meetings (e.g., Board of Directors, Shareholders etc.).
- Draft and file meeting minutes.
- Liaise with external legal and review contracts under supervision.
- Track post-signature documentation and ensure proper filing.

\*Additional ad-hoc tasks may be assigned as needed.

## Requirements:

- Diploma/ bachelor's degree in business, Corporate Governance or related field.
- Minimum 2 years of experience in corporate support, legal & compliance. Candidates with limited strong foundational skills may also be considered.
- Familiarity with the Companies act and relevant regulations in Singapore.
- Experienced in policy implementation organizational skills, with the ability to prioritize and meet deadlines.
- Adaptable, proactive, and capable of working independently and collaboratively in a fast-paced environment.

**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