



PR/159768 | Manager, Secretarial

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1564279

Industry

Legal

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 09:01

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 and Job Overview

An infrastructure developer company looking for Manager, Secretarial. You will be upholding the highest standards of corporate governance, ensuring operational effectiveness, and managing statutory compliance and administrative functions across the Group.

Job Responsibilities

- Serve as Company Secretary and principal governance advisor for all entities within the 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 to ensure alignment with best practices and statutory requirements.
- 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.

- Review statutory disclosures in financial statements and liaise with auditors to address queries and ensure timely filing of audited accounts.
- 8. Develop and monitor the department's budget, risk register, and compliance activities in line with Group's policies and procedures

Job Requirements

- Degree in Law, Corporate Administration or any other related field.
- Hold a valid Company Secretary license issued by MAICSA or CCM.
- Minimum 7 to 10 years of experience in corporate secretarial practice, preferably in a group or regulated industry setting.
- Strong knowledge of the Company Act 2016 and other statutory requirements; familiarity with Listing Requirements is an advantage.
- Sound understanding of corporate transactions and governance frameworks.

#LI-JACMY

##stateKualaLumpur

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Company Description