



PR/096407 | Company Secretary

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570938

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A Singapore-based Corporate Services with a presence in the APAC region is seeking a Company Secretary to aid the clients.

The successful candidate will be responsible for end-to-end company secretarial duties in Singapore, including:

- Handling ACRA filings and statutory submissions (e.g., annual filings and ad-hoc lodgements)
- Preparing and maintaining directors' resolutions (DR), Board of Directors (BOD) papers/minutes/resolutions, and supporting documentation
- Preparing AGM documentation and related corporate records
- Maintaining statutory registers and ensuring ongoing compliance with Singapore regulatory requirements

- Coordinating with internal stakeholders and external parties (e.g., auditors, banks, legal counsel) as needed

Required Experience / Background

We are seeking candidates who meet the following:

- ~3 years of relevant Company Secretary experience in Singapore
- Experience gained in a corporate secretarial services firm and/or law firm (preferred)
- Hands-on ACRA registration/filing experience
- Proven experience preparing DR, BOD documentation, and AGM materials

If this opportunity piques your interest, do apply online or feel free to reach out to me directly. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22108517

#LI-JACSG #countrysingapore

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description