



PR/096484 | Head of Corporate Services

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1572304

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 10:39

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A Corporate Secretarial company with a strong presence in the APAC region is looking to expand into Singapore, and we're seeking a capable Head of Corporate Services to oversee the entire CoSec function here. In this role, you will be the first headcount - instrumental in setting the tone and direction of the department, while still having the backing of an international firm. Below is the snippet of the JD:

Responsibilities:

- Develop and determine the structure and members of the CoSec team.
- Review Statutory Documents
- Coordinate with HQ on Corporate Secretarial matters.
- Oversee operations of the team

Requirements:

- 8-10 years of relevant experience.
- Good command of English and Mandarin.
- Degree preferred, with a Chartered Corporate Secretary License.

Apply online or feel free to contact me directly for more information about this opportunity. 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.

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Company Description