



## PR/160173 | Company Secretary

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1578055

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 27th, 2026 02:00

### General Requirements

**Minimum Experience Level**

Over 10 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

#### JOB RESPONSIBILITIES:-

- Support Board Committees, and Top Management by coordinating meetings, preparing agendas, compiling meeting papers, and ensuring accurate minutes and timely follow-ups.
- Act as a liaison between the Board, Management, and relevant departments on governance matters, while providing administrative and training-related support.
- Prepare and submit regulatory applications to Bank Negara Malaysia (BNM)
- Manage Annual General Meeting (AGM) documentation, including corporate information, Director profiles, and Corporate Governance Statements.
- Ensure compliance with relevant legislation and BNM guidelines, maintain effective document control, manage Board schedules, follow SOPs, and stay updated on regulatory developments

JOB REQUIREMENTS

- Minimum 10 -15 years of secretarial experience in financial institutions, with strong knowledge of governance frameworks, board procedures, statutory compliance, and banking-related regulations.
- Obtained ICSA qualification, is a MAICSA member, and possesses a valid Practising Certificate for Secretaries issued by the Companies Commission of Malaysia.
- Demonstrates excellent written and verbal communication skills in English, strong stakeholder management abilities, and a solutions-oriented analytical approach.

#LI-JACMY

#StateKL

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