



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

May 25th, 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.

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Company Description