



PR/160485 | JUNIOR / SENIOR CORPORATE SECRETARY in WELL ESTABLISHED ACCOUNTING FIRM

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599276

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:13

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

COMPANY OVERVIEW

The hiring company is a global network of independent professional services firms specialising in audit, tax, accounting, and business advisory. The network spans 100+ countries worldwide, providing clients with strong local expertise backed by international reach.

JOB RESPONSIBILITIES

- Manage a portfolio of clients and handle corporate secretarial matters with minimal supervision
- Perform the full range of corporate secretarial duties, ensuring compliance with the Companies Act 2016 and regulatory requirements
- Coordinate and support Board, Committee, and General Meetings, including preparation of agendas, papers, and minutes

- Maintain statutory registers, records, and ensure timely filing with the Companies Commission of Malaysia (CCM)
- Guide and review work of junior team members when required
- Support managers on advisory and special assignments, including compliance, liquidation, and related corporate services

JOB REQUIREMENTS

- Bachelor's degree in Corporate Administration, Business Studies, Management, Law, or equivalent
- ICSA-qualified or ICSA candidates undertaking final professional papers, with 2–4 years of relevant experience
- Strong knowledge of corporate secretarial practices and Companies Act 2016
- Good command of English with strong communication and interpersonal skills
- Self-motivated, able to work independently and manage multiple deadlines
- Experience supervising or guiding junior staff is an advantage
- Candidates pursuing or planning to pursue MAICSA on a part-time basis are encouraged to apply

#LI-JACMY

#StateKualaLumpur

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Company Description