



## PR/160745 | Company Secretary (Well established FI Industry)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1600315

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 30th, 2026 10:41

### General Requirements

**Minimum Experience Level**

Over 6 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 DESCRIPTIONS:-

- Advise Board, committees, and management on governance, regulatory developments, and ensure alignment with applicable laws and internal guidelines
- Coordinate and manage Board/Committee meetings, including preparing agendas, papers, resolutions, and minutes, ensuring full compliance with governance requirements
- Act as key liaison between Board, management, shareholders, and regulators, facilitating clear communication of decisions and policies
- Oversee statutory compliance, maintain records, and ensure timely filings in line with relevant financial services and corporate laws
- Provide corporate secretarial and administrative support, including AGM coordination, logistics for senior stakeholders, and ad-hoc governance-related duties

## JOB REQUIREMENTS

- Applicants must have ICSA or Licensed Company Secretary)
- 8–10 years' corporate secretarial experience, preferably within banking or financial services
- Strong knowledge of key regulations and governance practices, including Financial Services Act 2013, Companies Act 2016, and Bank Negara Malaysia requirements

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#StateKL

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Company Description