



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/160953 | Company Secretary

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1607716

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 1st, 2026 06:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

About the role:

The Company Secretary plays a role in ensuring the bank complies with statutory, regulatory, and corporate governance requirements. The incumbent acts as the key liaison between the Board of Directors, senior management, regulators, and shareholders while supporting the effective administration of the bank's corporate affairs and ensures that board processes are conducted efficiently.

Responsibilities:

- Advise the Board, Board Committees, and Management on governance-related matters, regulatory changes, and emerging governance trends

- Drive and monitor compliance with corporate governance requirements, ensuring alignment with regulatory expectations and Parent Bank standards.
- Manage relationships with regulatory bodies and key authorities and act as the principal communication channel between the Board and shareholders/stakeholders.
- Coordinate and administer Board and Committee meetings in accordance with statutory and governance requirements, including the upkeep of statutory records and regulatory filings.
- Promote and ensure full compliance with all applicable legal, regulatory, and internal policy requirements governing the Bank's operations.
- Support Management by undertaking special projects and other responsibilities as assigned.

Requirements :

- Bachelor's Degree in a relevant discipline or a professional qualification.
- Minimum 5 years of relevant corporate secretarial experience, preferably within the banking or financial services industry
- Strong knowledge of Financial Services Act 2013, Companies Act 2016, Bank Negara Malaysia regulations, and corporate governance practices. MAICSA-certified professional.

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