

PR/124023 | Corporate Secretary - IPO Execution

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1611383

Industry
Amusement, Entertainment

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 04:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Fluent 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

On behalf of our client, a leading sports organization focused on empowering young talent by combining competitive sports, we are seeking an experienced **Corporate Secretary** to play a key role in ensuring effective **corporate governance** and **regulatory compliance**.

This role serves as the main point of contact between the company and external stakeholders (**OJK, BEI,** shareholders) while ensuring **transparent communication**, timely **regulatory disclosures**, compliance with **capital market regulations**, and effective management of **stakeholder relationships**.

Requirements

1. **Bachelor's degree** in Law, Economics, and Education with **Certified Corporate Secretary certification (ICSA/FKSP)**.
2. **10+ years** of corporate secretarial/legal experience, with at least **5 years** as **Corporate Secretary** or **Deputy Corporate Secretary** in media, sports, or retail.
3. Proven track record in managing the **Initial Public Offering (IPO)** process and leading **Good Corporate Governance (GCG)** transformation initiatives.
4. Strong expertise in operating **OJK's electronic reporting system (SPE)** and **BEI's reporting platform (IDXNet)**

Responsibilites

1. Ensure effective **corporate governance** and **regulatory compliance** in accordance with **OJK, BEI, and UU Pasar Modal** requirements.
2. Manage **stakeholder relations**, including regulators, shareholders, investors, and capital market professionals.
3. Support **Board governance**, **RUPS administration**, and corporate secretarial activities.
4. Oversee **corporate disclosures**, **reporting obligations,** and **investor relations** communications.
5. Lead **IPO, corporate action,** and strategic governance initiatives while safeguarding **corporate reputation** and compliance standards.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description