

PR/097614 | Corporate Secretarial Manager (Law Firm)

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1612821

Industry
Audit, Tax Accounting

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities
Corporate Service Provider (CSP) Registration & Compliance

- Lead the registration of the business as a Corporate Service Provider (CSP) with ACRA.
- Develop and implement compliance frameworks, policies, and procedures in line with regulatory requirements.
- Establish processes relating to AML/CFT, KYC/CDD, sanctions screening, risk assessment, and ongoing compliance monitoring.
- Liaise with ACRA and relevant authorities on regulatory matters, filings, and compliance obligations.
- Ensure ongoing compliance with CSP regulations, including RQI requirements.

Corporate Secretarial Services

- Provide end-to-end corporate secretarial services for Singapore-incorporated companies.
- Manage company incorporations, annual returns, statutory filings, and corporate changes through BizFile+.

- Prepare resolutions, meeting documents, and corporate governance records.
- Maintain statutory registers, minute books, and company records.
- Handle share-related transactions, constitutional amendments, and corporate restructuring matters.
- Manage striking-off, dissolution, and other corporate lifecycle activities.
- Advise clients on corporate secretarial and regulatory compliance matters.

RequirementsEssential Qualifications

- Proven experience providing corporate secretarial services in Singapore.
- Strong knowledge of Singapore Companies Act requirements and ACRA regulations.
- Hands-on experience with BizFile+ filings and corporate administration.
- Excellent written and spoken English communication skills.
- Strong stakeholder management and client-facing capabilities.
- Ability to work independently and manage multiple priorities effectively.
- Proactive, detail-oriented, and solution-driven approach.

Ready to Take the Next Step?

Interested applicants, please click APPLY NOW.

Do note that we will only be in touch if your application is shortlisted

Genevieve Tay Yi Ting
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Registration No: R26163601

#countrysingapore

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Company Description