



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

September 15th, 2026 10:47

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

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