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JAC Recruitment Singapore

PR/097648 | Corporate Secretary

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1612833

Industry

Legal

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

Role: Corporate Secretary / Operations Executive

Location: Singapore

About the Company

Our client is a fast-growing technology infrastructure company operating across multiple jurisdictions in the Asia Pacific region. As the business continues to expand, they are seeking a Corporate Secretary / Operations Executive to support corporate governance, corporate administration, and operational coordination across the group.

This role offers exposure to regional operations and the opportunity to work closely with internal stakeholders and external professional service providers in a dynamic and evolving environment.

Key Responsibilities

- Support corporate secretarial activities for entities across multiple jurisdictions.

- Prepare, coordinate, and maintain board resolutions, shareholder resolutions, meeting minutes, and statutory records.
- Liaise with external corporate secretarial firms, registered agents, and service providers to ensure compliance obligations are met.
- Maintain and organize corporate records, constitutional documents, and regulatory filings.
- Coordinate company lifecycle activities, including incorporations, corporate changes, and entity closures.
- Monitor statutory filing deadlines and annual compliance requirements.
- Support Know-Your-Customer (KYC) and due diligence documentation requests from financial institutions, business partners, auditors, and other stakeholders.
- Maintain corporate documentation repositories and ensure records remain current and accurate.
- Assist in coordinating governance-related activities, including board meetings, annual meetings, and regulatory filings.
- Work closely with legal, finance, and compliance teams on corporate administration and special projects.

Requirements

- Diploma, Degree, or equivalent qualification in Corporate Secretarial Practice, Business Administration, Law, or a related field.
- At least 3 years of relevant experience in corporate secretarial, company administration, legal administration, or related functions.
- Experience working with corporate secretarial service providers or professional firms.
- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively.
- High level of accuracy, attention to detail, and professionalism.
- Proficiency in Microsoft Office applications.
- Strong communication and stakeholder management skills.
- Ability to handle confidential information with discretion.
- Resourceful, proactive, and able to work independently in a fast-paced environment.

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.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

#LI-JACSG

#countrysingapore

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