

PR/097925 | Corporate Secretarial Manager

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1623997

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
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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

Corporate Secretarial Manager

Location: Singapore (Central)

Job Responsibilities

- Manage an assigned portfolio of local and offshore companies, ensuring all corporate secretarial matters are handled independently and efficiently.
- Oversee the full spectrum of corporate secretarial duties, including company incorporations, statutory filings, maintenance of statutory registers and preparation of resolutions and corporate documents.
- Ensure compliance with relevant statutory and regulatory requirements across various jurisdictions, including Singapore, Hong Kong, BVI, Seychelles and other offshore jurisdictions.
- Liaise with clients, legal professionals, bankers and other external stakeholders on corporate secretarial and administrative matters.

- Assist clients with bank account opening procedures, banking documentation and related transactions.
- Handle confidential corporate documents, agreements, correspondence and other administrative matters with a high level of professionalism.
- Provide responsive and quality client servicing while maintaining strong relationships with clients and key stakeholders.
- Support matters relating to funds, trusts and other corporate structures where required.

Job Requirements

- Minimum 5 years of relevant experience in corporate secretarial or corporate services.
- Professional qualification in Corporate Secretarial Practice (SAICSA) or a Diploma in Legal Studies will be an advantage.
- Good knowledge of corporate secretarial practices and regulatory requirements across Singapore and offshore jurisdictions.
- Prior experience managing a portfolio of local and/or offshore companies independently.
- Familiarity with corporate secretarial software and statutory filing systems.
- Experience servicing high-net-worth individuals (HNWIs), family offices or private banking clients will be an advantage.
- Strong interpersonal and communication skills, with a customer-focused mindset.

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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Company Description