



PR/159768 | Manager, Secretarial

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1564279

業種

法律事務所

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年11月18日 09:01

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company and Job Overview

An infrastructure developer company looking for Manager, Secretarial. You will be upholding the highest standards of corporate governance, ensuring operational effectiveness, and managing statutory compliance and administrative functions across the Group.

Job Responsibilities

- Serve as Company Secretary and principal governance advisor for all entities within the Group, ensuring compliance with the Companies Act 2016 and other applicable laws and regulations.
- Advise the Board of Directors and senior management on corporate governance matters, fiduciary duties and regulatory obligations to ensure alignment with best practices and statutory requirements.
- Ensure timely and accurate submission of statutory returns, annual filings and disclosures to the Companies Commission of Malaysia.
- Prepare and review meeting agendas, notices, board papers, circular resolutions and minutes, ensuring compliance with legal and governance standards.

- Review statutory disclosures in financial statements and liaise with auditors to address queries and ensure timely filing of audited accounts.
- 8. Develop and monitor the department's budget, risk register, and compliance activities in line with Group's policies and procedures

Job Requirements

- Degree in Law, Corporate Administration or any other related field.
- Hold a valid Company Secretary license issued by MAICSA or CCM.
- Minimum 7 to 10 years of experience in corporate secretarial practice, preferably in a group or regulated industry setting.
- Strong knowledge of the Company Act 2016 and other statutory requirements; familiarity with Listing Requirements is an advantage.
- Sound understanding of corporate transactions and governance frameworks.

#LI-JACMY

##stateKualaLumpur

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会社説明