



PR/096407 | Company Secretary

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 シンガポール

求人ID

1570938

業種

その他（人材サービス）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年01月13日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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

A Singapore-based Corporate Services with a presence in the APAC region is seeking a Company Secretary to aid the clients.

The successful candidate will be responsible for end-to-end company secretarial duties in Singapore, including:

- Handling ACRA filings and statutory submissions (e.g., annual filings and ad-hoc lodgements)
- Preparing and maintaining directors' resolutions (DR), Board of Directors (BOD) papers/minutes/resolutions, and supporting documentation
- Preparing AGM documentation and related corporate records
- Maintaining statutory registers and ensuring ongoing compliance with Singapore regulatory requirements

- Coordinating with internal stakeholders and external parties (e.g., auditors, banks, legal counsel) as needed

Required Experience / Background

We are seeking candidates who meet the following:

- ~3 years of relevant Company Secretary experience in Singapore
- Experience gained in a corporate secretarial services firm and/or law firm (preferred)
- Hands-on ACRA registration/filing experience
- Proven experience preparing DR, BOD documentation, and AGM materials

If this opportunity piques your interest, do apply online or feel free to reach out to me directly. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22108517

#LI-JACSG #countrysingapore

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会社説明