



## PR/096484 | Head of Corporate Services

### 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

1572304

#### 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02月10日 13:01

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ネイティブ

#### 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 Corporate Secretarial company with a strong presence in the APAC region is looking to expand into Singapore, and we're seeking a capable Head of Corporate Services to oversee the entire CoSec function here. In this role, you will be the first headcount - instrumental in setting the tone and direction of the department, while still having the backing of an international firm. Below is the snippet of the JD:

#### Responsibilities:

- Develop and determine the structure and members of the CoSec team.
- Review Statutory Documents
- Coordinate with HQ on Corporate Secretarial matters.
- Oversee operations of the team

Requirements:

- 8-10 years of relevant experience.
- Good command of English and Mandarin.
- Degree preferred, with a Chartered Corporate Secretary License.

Apply online or feel free to contact me directly for more information about this opportunity. 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