



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