



## PR/160173 | 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 マレーシア

#### 求人ID

1578055

#### 業種

銀行・信託銀行・信用金庫

#### 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

2026年04月13日 04:00

### 応募必要条件

#### 職務経験

10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

#### JOB RESPONSIBILITIES:-

- Support Board Committees, and Top Management by coordinating meetings, preparing agendas, compiling meeting papers, and ensuring accurate minutes and timely follow-ups.
- Act as a liaison between the Board, Management, and relevant departments on governance matters, while providing administrative and training-related support.
- Prepare and submit regulatory applications to Bank Negara Malaysia (BNM)
- Manage Annual General Meeting (AGM) documentation, including corporate information, Director profiles, and Corporate Governance Statements.
- Ensure compliance with relevant legislation and BNM guidelines, maintain effective document control, manage Board schedules, follow SOPs, and stay updated on regulatory developments

## JOB REQUIREMENTS

- Minimum 10 -15 years of secretarial experience in financial institutions, with strong knowledge of governance frameworks, board procedures, statutory compliance, and banking-related regulations.
- Obtained ICSA qualification, is a MAICSA member, and possesses a valid Practising Certificate for Secretaries issued by the Companies Commission of Malaysia.
- Demonstrates excellent written and verbal communication skills in English, strong stakeholder management abilities, and a solutions-oriented analytical approach.

#LI-JACMY

#StateKL

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会社説明