



PR/160745 | Company Secretary (Well established FI Industry)

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

1600315

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06月30日 10:41

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

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 DESCRIPTIONS:-

- Advise Board, committees, and management on governance, regulatory developments, and ensure alignment with applicable laws and internal guidelines
- Coordinate and manage Board/Committee meetings, including preparing agendas, papers, resolutions, and minutes, ensuring full compliance with governance requirements
- Act as key liaison between Board, management, shareholders, and regulators, facilitating clear communication of decisions and policies
- Oversee statutory compliance, maintain records, and ensure timely filings in line with relevant financial services and corporate laws
- Provide corporate secretarial and administrative support, including AGM coordination, logistics for senior stakeholders, and ad-hoc governance-related duties

JOB REQUIREMENTS

- Applicants must have ICSA or Licensed Company Secretary)
- 8–10 years' corporate secretarial experience, preferably within banking or financial services
- Strong knowledge of key regulations and governance practices, including Financial Services Act 2013, Companies Act 2016, and Bank Negara Malaysia requirements

#LI-JACMY

#StateKL

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会社説明