



PR/160953 | 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

1607716

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09月15日 13:00

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

ビジネス会話レベル

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

About the role:

The Company Secretary plays a role in ensuring the bank complies with statutory, regulatory, and corporate governance requirements. The incumbent acts as the key liaison between the Board of Directors, senior management, regulators, and shareholders while supporting the effective administration of the bank's corporate affairs and ensures that board processes are conducted efficiently.

Responsibilities:

- Advise the Board, Board Committees, and Management on governance-related matters, regulatory changes, and emerging governance trends

- Drive and monitor compliance with corporate governance requirements, ensuring alignment with regulatory expectations and Parent Bank standards.
- Manage relationships with regulatory bodies and key authorities and act as the principal communication channel between the Board and shareholders/stakeholders.
- Coordinate and administer Board and Committee meetings in accordance with statutory and governance requirements, including the upkeep of statutory records and regulatory filings.
- Promote and ensure full compliance with all applicable legal, regulatory, and internal policy requirements governing the Bank's operations.
- Support Management by undertaking special projects and other responsibilities as assigned.

Requirements :

- Bachelor's Degree in a relevant discipline or a professional qualification.
- Minimum 5 years of relevant corporate secretarial experience, preferably within the banking or financial services industry
- Strong knowledge of Financial Services Act 2013, Companies Act 2016, Bank Negara Malaysia regulations, and corporate governance practices. MAICSA-certified professional.

#LI-JACMY

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会社説明