



PR/124023 | Corporate Secretary - IPO Execution

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インドネシア

求人ID

1611383

業種

アミューズメント・エンターテインメント

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2026年09月08日 10:40

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

About the role

On behalf of our client, a leading sports organization focused on empowering young talent by combining competitive sports, we are seeking an experienced **Corporate Secretary** to play a key role in ensuring effective **corporate governance** and **regulatory compliance**.

This role serves as the main point of contact between the company and external stakeholders (**OJK, BEI**, shareholders) while ensuring **transparent communication**, timely **regulatory disclosures**, compliance with **capital market regulations**, and effective management of **stakeholder relationships**.

Requirements

1. **Bachelor's degree** in Law, Economics, and Education with **Certified Corporate Secretary certification (ICSA/FKSP)**.
2. **10+ years** of corporate secretarial/legal experience, with at least **5 years** as **Corporate Secretary** or **Deputy Corporate Secretary** in media, sports, or retail.
3. Proven track record in managing the **Initial Public Offering (IPO)** process and leading **Good Corporate Governance (GCG)** transformation initiatives.
4. Strong expertise in operating **OJK's electronic reporting system (SPE)** and **BEI's reporting platform (IDXNet)**

Responsibilities

1. Ensure effective **corporate governance** and **regulatory compliance** in accordance with **OJK, BEI, and UU Pasar Modal** requirements.
2. Manage **stakeholder relations**, including regulators, shareholders, investors, and capital market professionals.
3. Support **Board governance**, **RUPS administration**, and corporate secretarial activities.
4. Oversee **corporate disclosures**, **reporting obligations**, and **investor relations** communications.
5. Lead **IPO, corporate action**, and strategic governance initiatives while safeguarding **corporate reputation** and compliance standards.

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会社説明