

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11月03日 14:00

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

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)**

Responsibilites

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明