



PR/097614 | Corporate Secretarial Manager (Law Firm)

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シンガポール

求人ID

1612821

業種

監査・税理士法人

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年09月15日 10:47

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

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

Key Responsibilities

Corporate Service Provider (CSP) Registration & Compliance

- Lead the registration of the business as a Corporate Service Provider (CSP) with ACRA.
- Develop and implement compliance frameworks, policies, and procedures in line with regulatory requirements.
- Establish processes relating to AML/CFT, KYC/CDD, sanctions screening, risk assessment, and ongoing compliance monitoring.
- Liaise with ACRA and relevant authorities on regulatory matters, filings, and compliance obligations.
- Ensure ongoing compliance with CSP regulations, including RQI requirements.

Corporate Secretarial Services

- Provide end-to-end corporate secretarial services for Singapore-incorporated companies.
- Manage company incorporations, annual returns, statutory filings, and corporate changes through BizFile+.

- Prepare resolutions, meeting documents, and corporate governance records.
- Maintain statutory registers, minute books, and company records.
- Handle share-related transactions, constitutional amendments, and corporate restructuring matters.
- Manage striking-off, dissolution, and other corporate lifecycle activities.
- Advise clients on corporate secretarial and regulatory compliance matters.

RequirementsEssential Qualifications

- Proven experience providing corporate secretarial services in Singapore.
- Strong knowledge of Singapore Companies Act requirements and ACRA regulations.
- Hands-on experience with BizFile+ filings and corporate administration.
- Excellent written and spoken English communication skills.
- Strong stakeholder management and client-facing capabilities.
- Ability to work independently and manage multiple priorities effectively.
- Proactive, detail-oriented, and solution-driven approach.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW**.

Do note that we will only be in touch if your application is shortlisted

Genevieve Tay Yi Ting
JAC Recruitment Pte Ltd
EA License Number: 90C3026
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会社説明