

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11月10日 16:00

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

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
EA Registration No: R26163601

#countrysingapore

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会社説明