



PR/097648 | Corporate 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 シンガポール

求人ID

1612833

業種

法律事務所

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29日 08:00

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

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

Role: Corporate Secretary / Operations Executive

Location: Singapore

About the Company

Our client is a fast-growing technology infrastructure company operating across multiple jurisdictions in the Asia Pacific region. As the business continues to expand, they are seeking a Corporate Secretary / Operations Executive to support corporate governance, corporate administration, and operational coordination across the group.

This role offers exposure to regional operations and the opportunity to work closely with internal stakeholders and external professional service providers in a dynamic and evolving environment.

Key Responsibilities

- Support corporate secretarial activities for entities across multiple jurisdictions.

- Prepare, coordinate, and maintain board resolutions, shareholder resolutions, meeting minutes, and statutory records.
- Liaise with external corporate secretarial firms, registered agents, and service providers to ensure compliance obligations are met.
- Maintain and organize corporate records, constitutional documents, and regulatory filings.
- Coordinate company lifecycle activities, including incorporations, corporate changes, and entity closures.
- Monitor statutory filing deadlines and annual compliance requirements.
- Support Know-Your-Customer (KYC) and due diligence documentation requests from financial institutions, business partners, auditors, and other stakeholders.
- Maintain corporate documentation repositories and ensure records remain current and accurate.
- Assist in coordinating governance-related activities, including board meetings, annual meetings, and regulatory filings.
- Work closely with legal, finance, and compliance teams on corporate administration and special projects.

Requirements

- Diploma, Degree, or equivalent qualification in Corporate Secretarial Practice, Business Administration, Law, or a related field.
- At least 3 years of relevant experience in corporate secretarial, company administration, legal administration, or related functions.
- Experience working with corporate secretarial service providers or professional firms.
- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively.
- High level of accuracy, attention to detail, and professionalism.
- Proficiency in Microsoft Office applications.
- Strong communication and stakeholder management skills.
- Ability to handle confidential information with discretion.
- Resourceful, proactive, and able to work independently in a fast-paced environment.

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.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

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#countrysingapore

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