

PR/097925 | Corporate Secretarial Manager

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
1623997

業種
ビジネスコンサルティング

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24日 10:53

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

Corporate Secretarial Manager

Location: Singapore (Central)

Job Responsibilities

- Manage an assigned portfolio of local and offshore companies, ensuring all corporate secretarial matters are handled independently and efficiently.
- Oversee the full spectrum of corporate secretarial duties, including company incorporations, statutory filings, maintenance of statutory registers and preparation of resolutions and corporate documents.
- Ensure compliance with relevant statutory and regulatory requirements across various jurisdictions, including Singapore, Hong Kong, BVI, Seychelles and other offshore jurisdictions.
- Liaise with clients, legal professionals, bankers and other external stakeholders on corporate secretarial and administrative matters.

- Assist clients with bank account opening procedures, banking documentation and related transactions.
- Handle confidential corporate documents, agreements, correspondence and other administrative matters with a high level of professionalism.
- Provide responsive and quality client servicing while maintaining strong relationships with clients and key stakeholders.
- Support matters relating to funds, trusts and other corporate structures where required.

Job Requirements

- Minimum 5 years of relevant experience in corporate secretarial or corporate services.
- Professional qualification in Corporate Secretarial Practice (SAICSA) or a Diploma in Legal Studies will be an advantage.
- Good knowledge of corporate secretarial practices and regulatory requirements across Singapore and offshore jurisdictions.
- Prior experience managing a portfolio of local and/or offshore companies independently.
- Familiarity with corporate secretarial software and statutory filing systems.
- Experience servicing high-net-worth individuals (HNWIs), family offices or private banking clients will be an advantage.
- Strong interpersonal and communication skills, with a customer-focused mindset.

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

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#countrysingapore

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会社説明