

We are looking for suitable and qualified candidate for the following position:

ASSISTANT COMPANY SECRETARY

Responsibilities

- Assist the Company Secretary to arrange Board, Board Committee and Management Committee Meetings which includes compiling of meeting papers and preparation of agenda.
- Maintain proper statutory records (i.e minutes, resolutions, transfer forms etc) and registers of the companies.
- Lodge statutory documents and forms with relevant regulatory bodies within the stipulated time period.
- Liaise with the authorities or government agencies in company secretarial matters and enquiries.
- Provide effective support to the Department and assume any other duties as and when assigned.

Requirements

- Diploma in any related field with minimum 3 years' experience in company secretarial practice.
- Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) Member / License Company Secretary.
- Demonstrates strong interpersonal skills and communication.
- Good command of English and computer literate.
- Ability to work in team.

Closing Date
30th March 2017

Recruitment Unit
Human Capital & Organizational Development
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: Career in Institut Jantung Negara

Note: All unsuccessful applications shall not be retained in our database. Only SHORTLISTED candidates will be contacted.