

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

ASSISTANT COMPANY SECRETARY
CORPORATE DEVELOPMENT & STRATEGIC MANAGEMENT

Responsibilities

- Assist the Company Secretary in drafting minutes, resolutions and proposal papers, and attend the Board/Committee meetings upon request by the Company Secretary.
- 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 on 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 5 years' experience in company secretarial practice.
- **Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) Member / License Company Secretary.**
- Candidates with minute writing skill will be given priority
- Demonstrates strong interpersonal skills and communication.
- Good command of English and computer literate.
- Ability to work in team.

Closing Date

6th February 2024

Talent Acquisition Unit
Human Capital & Organizational Development

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    : [career@IJN](https://www.instagram.com/career@IJN)

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