

JOB ADVERTISEMENT FOR GROUP SECRETARIAL DIVISION

Position: Executive

Division: Group Secretarial

Company: Permodalan ASSAR Sdn Bhd

Location Based: Kuching, Sarawak.

Requirements:

- At least a Bachelor's Degree in Corporate Admin / Public Admin / Laws or any equivalent qualifications.
- A member of MAICSA / MIA / MACS / AAS / LS would be an added advantage.
- Minimum 2 - 3 years of working experience in Financial Services / Investment Holding related industry.
- Resourceful, able to work independently and a strong team player.
- Keep abreast with the volatile and dynamic nature of the Secretarial practices on Financial Services & Investment Holding industry in Malaysia.

Key Accountabilities:

- i. To ensure proper maintenance of all secretarial documents and compliance to Company Secretarial matters as required under all relevant statutory requirements;
- ii. To ensure all aspects of secretarial duties and functions are complied with relevant statutory and regulatory requirements;
- iii. To assist in liaising with other departments, Companies Commission of Malaysia, Securities Commission, Directors, personal assistant/secretaries, and other relevant authorities as and when require;
- iv. To draft and send circular resolutions, notices, minutes of meetings, statutory forms, Directors' Report etc.;
- v. To prepare annual Board / Committee meetings schedule;
- vi. To collate/Upload meeting materials for Board, Board Committee and Shareholders' meetings;
- vii. To assist in preparations for convening of the Board/Committee meetings
- viii. To assist in preparation of documents to be submitted to the relevant Authorities as well as to monitor and renew project's licenses/certificates;
- ix. To assist in drafting and updating Group Secretarial Division SOP; and
- x. To provide support for special projects as well as other duties to be assigned from time to time.

Interested applicants may submit their Resume to hrd@assar.com.my