

Assistant Vice President, Corporate Secretarial

Responsibilities:

- To ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and by-laws of the Corporation.
- To ensure that business of the Corporation is conducted in accordance with its objectives as contained in its Memorandum of Association.
- To ensure that affairs of the Corporation are managed in accordance with its objectives as contained in the Articles of Association and the provisions of the Companies Law.
- Filing of various documents / returns as required under the provisions of the Companies Law.
- Proper maintenance of books and registers of the Corporation as required under the provisions of the Companies Law.
- Assist the Head, Corporate Secretarial to manage, call and hold meeting of the board committees and to prepare a correct record of proceedings. Advise and monitor the conduct of MOC / Board meetings to ensure adherence to statutory requirements.
- To attend the Board meetings with the Head, Corporate Secretarial in order to ensure that the legal requirements are fulfilled and provide such information when necessary.
- Assist the Head, Corporate Secretarial to issue notice and agenda of MOC / Board meetings to every Member / Director of the Corporation.
- Assist the Head, Corporate Secretarial to record the minutes of proceedings of the meetings of the Members / Directors and ensure they accurately reflect the pertinent actions and information.
- Assist the Head, Corporate Secretarial to accurately capture, record and distribute resolutions by Top Management and Board Committees within one week of meeting date to enable resolutions being operationalised accordingly within PR1MA as per statutory requirements.
- Provide leadership roles which include training and development of subordinates with the latest development in the industry to ensure the team is capable of running the operations efficiently.

Requirements:

- Bachelor's Degree in Law / Corporate Secretarial or equivalent.
- Minimum 15 years working experience in government-linked Companies, Public Listed Companies, managing Company Secretarial functions.

- Possess a licensed Company Secretary issued by Companies Commission of Malaysia or MAICSA holder are highly desirable
- Strong strategic and analytical skills, good judgement in problem solving and decision making and influencing skills.
- Excellent communication, relationship and interpersonal skills.
- Strong written and verbal communication skill.