

Company Secretary

Job Description

- To issue notice and agenda of board meetings to every director of the corporation
- To carry on correspondence with the directors of the corporation on various matters
- To record the minutes of proceeding of the meetings of the directors and to ensure they accurately reflect the pertinent actions and information
- Accurately capture, record and distribute resolutions by Top Management and Board Committees within one week of meeting date to enable resolutions being operationalized accordingly within PR1MA as per statutory requirements.

Job Requirements

- Possess a Degree in Chartered Secretary/Accountancy/Legal or relevant discipline
- 7 years of working experience in related industry
- Possess ICSA certification and registered with MAICSA
- Experience in minutes writing is highly desirable