

Senior Associate, Corporate Secretarial

Responsibilities:

Legal Duties:

- 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 associate and the provisions of the Companies Law.
- Filling 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.

Secretarial Duties:

- To coordinate and arrange with, to call and hold meetings of the Board Committees and prepare a correct record of proceedings. Advise and monitor the conduct of Board meetings to ensure adherence to statutory requirements.
- To attend the Board meetings in order to ensure that the legal requirements are fulfilled, and provide such information as necessary.
- To implement the policies formulated by the Directors.
- 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 proceedings 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 operationalised accordingly within PR1MA as per statutory requirements.

Requirements:

- Bachelor's Degree in Chartered Secretary/Accountancy/Legal or equivalent.
- Possess 3-5 years of relevant working experience in similar industry.
- Possess ICSA certification will be an added advantage.
- Excellent written and verbal communications skills, analytical and results oriented.
- Experience in minutes writing is highly desirable.
- Good negotiation, influencing and presentations skills.