



BOILERMECH

HIRING

COMPANY SECRETARY

Job Responsibilities:

1. Responsible in all aspects of corporate secretarial works including compliance with the relevant laws, rules and regulations requirements.
2. Responsible for the timely completion and lodgement of the statutory forms/returns with CCM and reporting under the Companies Act and other relevant legislation/regulation, including annual accounts, annual returns and change in Directors, Secretaries, etc.
3. To prepare the relevant disclosure documents on any changes concerning the Director's information as required under Companies Act in a timely manner.
4. Responsible in the preparation and review of circular resolutions and annual accounts including compiling and providing information for the Directors' Reports and Notes to the annual accounts.
5. Maintain and update the statutory books and records and other materials in compliance with the Companies Act 2016 and any other regulatory requirements such as the Bursa Malaysia Securities Berhad Listing Requirements, etc.
6. The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.

Experience / Skills Required:

1. Candidate must possess MAICSA or License Secretary.
2. Minimum 3 – 5 years working experience in similar post or field.
3. Familiar with the provisions of the Companies Act, Listing Requirements of Bursa Malaysia Securities Berhad and other related laws & regulations.
4. Good minutes writing, good command in written and spoken English, knowledge of Bahasa Malaysia and Mandarin is an added advantage.
5. Possess good organizational and planning skills, positive work attitude and able to work under pressure to meet tight deadline.
6. Proficiency in Microsoft Office applications, especially Microsoft Word.

Interested candidate please send your resume/CV to HR Department at hr@boilermech.com or call us at **03-8023 9137**

