

VACANCY NOTICE

REF: C22012024

POSITION	LEGAL AND SECRETARIAL OFFICER
LOCATION	SELANGOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

The Legal and Secretarial Officer is responsible for ensuring that the legal and standard business protocols are being implemented and that the organization is in compliance with legal guidelines and local rules and regulations as stated in the Companies Act 2016 and Suruhanjaya Syarikat Malaysia (SSM).

Job Description

1. An Officer of the Institution and advisor to the Board
 - Ensure the institution remains compliant with the legislation as outlined in the Companies Act 1965 at all times
 - Advise the board of directors of the relevant dates for holding the Institution's annual general meeting
2. Proficient in using MyCOID, MBRS, LHDN STAMPS system and MYDATA.
3. Compliance with Statutory Requirements and Advisory
 - Acting as the official liaison party for the institution to communicate, prepare and lodgement of Statutory Returns with SSM.
 - Ensure documents accurately reflect business and commercial concerns and are consistent with legal obligations.
 - Proactively monitors for changes in relevant laws and regulations and caters for those changes accordingly.
4. Preparation of Board Meetings
 - Preparation of Boards and Members Resolutions and attending meetings giving general advice on matters relating to company secretarial matters as and when required.
 - Act as a link between shareholders and the institution whereby any important announcements should be officially communicated.
 - The Secretary will also send out notices (circular resolutions) and liaise with shareholders regarding any shareholder meetings and the Annual General Meeting (AGM) or Extraordinary.General Meeting (EGM), if the institution chooses to hold one.
5. Filing of Annual Returns
 - Filing of and timely submission of the institutions annual return and full accounts within the given statutory deadline.

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- Ensure that any change(s) in the institution's statutory information is duly completed using the relevant prescribed forms and lodged with the registrar of Companies within the required time period.
 - Maintains the institutions statutory books and documents.
6. Other duties
- Work as part of the team with both internal and external stakeholders from diverse cultural backgrounds.
 - Work largely independently but collaboratively within a virtual team to provide cross-support and guidance when needed.
 - Undertake any other duties and responsibilities as assigned by the Head of Legal, Compliance, Secretarial & Procurement Department.

JOB REQUIREMENTS

- Candidate must possess a minimum Bachelor's Degree in Law/ Corporate Admin/ Secretarial practices or in any related field
- Professional qualification in ICMA/MAICSA is an added advantage
- Must have at least 2-3 years' legal experience
- Experience with using online systems such as MyCOID, MBRS, LHDN STAMPS system and MYDATA
- Well versed with the Companies Act 2016 and Suruhanjaya Syarikat Malaysia (SSM).
- Able to work independently and has good communication and interpersonal skills
- Excellent organizational skills with attention to detail and strong analytical and problem-solving skills
- Demonstrate integrity and ethical conduct in handling sensitive and confidential information
- Excellent command of spoken and written English and Bahasa Malaysia.