

## Senior Executive, Corporate Secretarial / Office Management

Near Jurong East MRT Station

### Responsibilities:

- Provide support to the CFO and Financial Controller on corporate secretarial matters including coordinating board and shareholders' meetings and board papers.
- The scope of duties includes maintaining statutory records, filing statutory returns, complying with statutory requirements, and handling other company secretarial matters
- Providing the full range of company secretarial to ensure compliance of corporate governance and statutory filing requirements in Singapore
- Assisting in filing the legal, regulatory documents or commercial contracts as and when is required
- Handling office management jobs including secretary support to senior management, office purchase and office maintenance as well as backup functions to reception area
- Any other roles & responsibility as discussed

### Requirements:

- Diploma holder or preferably with CSIS (previous known as SAICSA)
- SAICSA/CSIS certificate may be waived if equivalent, extensive related experience can be demonstrated.
- At least 3 years of company secretarial experience in Singapore.
- Experience in power plant or energy or engineering related industry will be an advantage.
- Understanding of the Singapore Companies Act, and familiarity with regulatory policies.
- Excellent written and oral communication skills, as well as strong interpersonal and negotiation skills with a commercial approach to handle legal issues.
- Meticulous and analytical mind with strong initiative as well as the ability to multi-task, organize and prioritize work with minimum supervision to meet tight deadlines.
- Team player, flexible in multi-tasking and positive mind set.



**Others:**

- Work-life balance
- 5-day work week

**Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to [HR.SG@pacificlight.com.sg](mailto:HR.SG@pacificlight.com.sg)**

**Please indicate the position that you are applying on the subject.**

**(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)**

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