



## **PUNCAK NIAGA MANAGEMENT SERVICES SDN BHD** (396781-V)

For those who has share our vision, determination, passionate about work, very aggressive in sharing ideas, and could work with minimal supervision, we offer a challenging working environment, competitive pay, stability, career growth, great benefits and a rewarding experience.

### **SENIOR MANAGER, SECRETARIAL**

#### **Requirements:**

- An associate member of MAICSA
- At least 10 years' working experience in corporate secretarial practice with 5 years' company secretarial experience in public listed company
- Good communication skills and proficiency in spoken and written English and Bahasa Malaysia
- Computer literate and meticulous
- Proactive, independent, a team player with a strong sense of responsibility and able to thrive in a fast paced environment
- Well versed with company secretarial practise, provisions of the Companies Act, 2016, Main Market Listing Requirements of Bursa Malaysia Securities Berhad and other related Laws and Regulations
- Good interpersonal skills and positive attitude
- Pleasant personality with managerial attitude

#### **Responsibilities & Duties**

- Manage in all company secretarial matters
- Review statutory forms / returns / all other company secretarial related documents.
- Draft board paper, resolutions, minutes of board/shareholder meetings.
- Ensure the proper submission of statutory forms / returns.
- Coordinate, organise and attend board/ shareholder meetings
- Ensure the proper and timely maintenance of statutory record/register/corporate information.
- Any and all other duties as and when assigned from time to time by superior/management

Please do not hesitate to contact Human Resource Management at  
**03-5522 8589 ext 1537 (Cik Roshidah)/1559 (En Addnan)/1107 (Cik Azariyah)/  
1767 (En Aiman)** or e-maill at [hrm@puncakniaga.com.my](mailto:hrm@puncakniaga.com.my)