

We want experts at getting things

Done.

Investment banking is a highly demanding, highly driven and highly rewarding profession. If you think you have what we are looking for, please apply online or submit your application with a comprehensive resume to:

OSK Investment Bank Berhad (14152-V)
(A Participating Organisation of Bursa Malaysia Securities Berhad)
Group Human Resources Department
20th Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur
Website : www.oskgroup.com

For all positions, BUMIPUTERAS are encouraged to apply. Only shortlisted candidates will be notified.

OSK Investment Bank
Let our expertise work for you

Kuala Lumpur • Singapore • Hong Kong • Shanghai • Phnom Penh • Jakarta

COMPANY SECRETARY / ASSISTANT COMPANY SECRETARY

(Kuala Lumpur)

Responsibilities:

- Responsible for the preparation and dissemination of notices, agenda and minutes of meetings
- Liaise with and assist the Group's Company Secretary and departments in preparing directors/members resolutions/forms and all returns and documents which needs to be lodged with CCM and on other corporate secretarial matters
- Ensure compliance with statutory/regulatory requirements and the submission of all requisite forms, returns and documents and to advise the same
- Update and maintain as well as take custody of all relevant statutory records, books, forms and documents

Requirements:

- Must possess an Institute of Chartered Secretaries and Administration (ICSA) qualification and is a member of MAICSA
- Minimum 3 years of working experience in secretarial work with experience in public listed and foreign companies
- Good knowledge in Listing Requirements, Companies Act 1965 and Capital Market Services Act 2007
- Good interpersonal skills and strong communication skills both oral and written in English
- Team player and able to work independently