



StanleyCo Corporate Services Sdn. Bhd. 201301021064 (1050894-T)

## Associate, Corporate Secretarial

(Supervisors, Seniors, and fresh graduates are welcome)

We offer professional corporate secretarial, accounting, payroll, and taxation services to a diverse clientele. As we continue to grow, we are seeking qualified professionals to join our teams in both our Mid Valley and Puchong offices.

At StanleyCo, we take pride in our team and invite YOU to become a part of our success. An exceptional opportunity awaits you!

### What makes us different?

We prioritize our people above all else.

People are the foundation and priority of our organization. We diligently foster a culture of lifelong learning, ensuring that our team members acquire the skills necessary for a successful future.

Recognizing the significance of an engaged and healthy workforce, we continuously explore innovative ways to harness technology in providing a positive and personalized employee experience. This way, our colleagues can excel both in their professional and personal lives.

### Responsibilities:

- Assist in managing / Supervise a portfolio of clients
- To carry out all aspects of company secretarial functions such as preparing and reviewing of resolutions, minutes, updates and maintaining statutory documents, attending Board meetings, and arranging for lodgement of statutory documents
- Assist in maintaining statutory records
- Liaising with auditors, Companies Commission of Malaysia, Inland Revenue Board and other authorities in connection with company secretarial matters

### Requirements:

- Possesses Degree/Diploma in Business Administration, Accountancy or Law
- Holding or currently pursuing corporate secretarial qualifications (ICSA or equivalent) would be advantageous
- Organised and detailed
- Able to work both in a team environment and independently
- Pro-active manner, willing to offer new suggestions and share knowledge
- For supervisor and senior positions, it is crucial to possess relevant experience, along with a comprehensive understanding of the Companies Act, regulations, and associated procedures.



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**Benefits:**

- Competitive salary package
- 5-day work week
- Excellent opportunities for career growth
- Full annual fee coverage for professional memberships
- Complete funding for attending professional seminars and conferences (CPD requirements)
- Training in work-related software and cloud applications
- Medical insurance and claims
- Paid annual leave
- Paid medical leave
- Study and exam leave
- Available overtime claims and meal subsidies
- Monthly meal allowance
- Recreational, sports activities, team building, and company trips