

JOB DESIGNATION : Executive
DEPARTMENT : Legal and Secretarial
LOCATION : Cyberjaya

JOB DESCRIPTION

- To draft, vet and review all internal and external contracts, documents, and agreements
- To identify, highlight and resolve any legal issues concerning business operation/activities that may arise from time to time.
- To assist Manager in conducting specific legal research and compiling legal material as and when necessary.
- To assist Manager in managing and administering secretarial practices and corporate secretarial requirements in accordance with applicable rules, regulations, and good corporate governance.
- Assist to ensure the Company's total compliance with the law, internal policies and standing instructions.
- Prepare notice of agenda, decision log, minutes of meeting, circular resolution and meeting related documents/actions for management committee/sub-committee meeting as determined by Company.
- Make arrangement for internal and external meetings, ensuring that meeting papers are reviewed and corrected before circulated to Meeting Members.
- Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.
- Update the Manager on verbal queries, meetings and discussion as well as proposing solutions on the next course of action.
- Makes recommendations for improving efficiency of existing operations.
- Liaising with other staff, transmits directives, instructions, and assignments, and follows up on the status of assignments.
- To assume the role of document controller and manage and maintain records management filing system/database for legal and company secretarial matters and documents in accordance with Departmental Manual.
- To assume responsibility of other relevant tasks as assigned by Manager from time to time.

REQUIREMENTS & SKILLS

- 1-3 years of working experience in Corporate and Commercial Legal & Secretarial services
- Possess knowledge of Companies Act, Regulations and relevant statutory laws.
- Ability to grasp complex areas of law rapidly and accurately,
- Excellent written & verbal communication skills in Bahasa Malaysia and English.
- Proactive, action-oriented, independent, self-motivated and highly driven.
- Resourceful, meticulous and work well under pressure.
- Creative thinker and able to work as a member of multi-disciplinary team.
- Ability to prioritize and organize work effectively to meet deadlines.

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