

BINA PURI HOLDINGS BHD

Position : Company Secretary

Requirements :

- 1) A member of MAICSA or relevant professional body.
- 2) Having the necessary working experience in the related field for more than 6 years.
- 3) Competent and skilled in company secretarial practice.
- 4) Strong technical knowledge and hands on experience in all aspects of company secretarial matters. Good knowledge and experience in Companies Act 2016, Bursa Malaysia Listing Requirements, Malaysian Code of Corporate Governance, and other rules and regulations.
- 5) Strong work ethics (sincere, proactive, responsible, meticulous and a good team player).

Responsibilities :

- 1) Liaising with Bursa Malaysia Securities Berhad, Companies Commission of Malaysia and all other relevant authorities in connection with Company Secretarial matters.
- 2) Attending Board Meetings, Committee Meetings, Annual General Meetings etc and preparing agendas and minutes of meetings.
- 3) Maintaining and updating the statutory books and records in compliance with the Companies Act 2016, Bursa Malaysia Securities Berhad's Listing Requirements and any other relevant acts, rules, regulations and guidelines of relevant governing authorities and bodies.
- 4) Responsible for the confidentiality and safe custody of the Company's Statutory documents and ensure systematic storage for easy retrieval.
- 5) Be a resourceful person for all inquiries on Company Secretarial matters.
- 6) Any other duties as assigned by the BOD from time to time.

Interested candidates are kindly requested to write / call to respective HR Department.
Tel. No. : 03-6136 3333 Email : norjazliana@binapuri.com.my