



FUTUREBOOKS SINGAPORE PTE LTD

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JOB DESCRIPTION

Senior Company Secretary

The role is related to statutory Company Secretary as defined by Section 171 of the Companies Act and for those pursuing a career in this respect.

ROLE:

- Handle full spectrum of ongoing company secretarial work, primarily in the technology and consulting sector.
- Ensure timely compliance with all statutory requirements
- Mentor junior team members on the Company Secretarial career path.
- Liaise with ACRA, Clients, Lawyers, and Government Agencies on practical matters.
- Ensure timely delivery, manage expectations, and ensure client satisfaction.

The new team member we are looking for must possess the following skills:

- A sound understanding of the Companies Act
- A working understanding of Employment Act, EFMA, Common Law
- Ability to lead technology deployments
- Strong leadership skills
- Ability to scope new projects and project manage
- Good client relation skills
- Ability to take a 360 view of situations from a client, team and company viewpoint.

QUALIFICATION

- SAICSA, ICSA or related qualification is required
- At least 3-5 years experience post qualification in Singapore

This role is ideal for those interested in serving the exciting technology startup landscape, and be exposed to venture funding documentation, ESOPs, buybacks, restructuring etc. You will have broad exposure in terms of clients, types of services and get to work in a friendly, collegial atmosphere with a good work life balance.