

Job Description	
Position	Senior Executive, Secretarial
Department	Legal, Rules & Secretarial
Division	Corporate Services

SUMMARY OF RESPONSIBILITIES

- Assist the Head/Senior Manager/Assistant Manager to manage all company secretarial matters (Board, Board Committees, PayNet Group Management Committee or other committees under the purview of secretarial unit) which includes but not limited to drafting minutes of meeting, preparing & distribution of papers for meetings, managing requests from Members of the Board (including training requests) provide advices on company secretarial matters including formulating & executing Secretarial Unit deliverable as per annual Business Plan and managing internal & external stakeholders which include attending meetings & discussion representing the Secretarial Unit
- Assist the Head/Senior Manager/Assistant Manager in managing administrative work of the Secretarial Unit (such as maintaining depository for company secretarial documents, preparing extract of minutes, filing of statutory documents with Companies Commission of Malaysia and all preparation works to convene a meeting)and/or the Department which includes but not limited to preparing memorandum, reports & updates; monitoring deliverables of the Secretarial Unit (operational & deliverables under Business Plan); improving or implementing proper governance processes and procedures within the Secretarial Unit and/or Department .
- Act as back-up on matters relating to other functions in the department as assigned by the Head/Senior Manager/Assistant Manager

KEY AREAS OF RESPONSIBILITIES

a. Secretarial

- To attend Board, Board related committee, Management Committee and other selected working committee meetings of PayNet including attending to all secretarial needs before and after meetings which includes but not limited to coordinate, compile and delivery of Board Papers, Circular Resolution, and other related company secretarial documents.
- To assist in drafting in minutes of meeting of the Board and Board related Committee including all other matters until acceptance of the minutes by the respective meetings.
- To assist in ensuring the following (but not limited to):
 - PayNet's compliance with the relevant Statutes, Rules & Regulations, Constitution, Policies and Procedures.
 - all statutory and regulatory filings (periodic and otherwise) for PayNet is done correctly and in timely manner and ensure that the statutory registers, minute books and common seal of PayNet are kept properly and duly updated
 - all meetings whether of shareholders, Board and Management are properly convened and that proper minutes are prepared and disseminated in a timely manner and such minutes are kept safely at all times

b. Administration / Functional

- Execute all matters in relation to the Board of Directors and shareholders of the Company and its subsidiaries in order to ensure observance of applicable governing documents and mandate.

- File all statutory documents and maintain statutory registers in ensuring compliance with applicable laws .
- Circulate Board/Management papers to the members within the requisite time period.
- Ensure proper communication of decisions made at Board and other relevant committees meetings to the interested parties.
- Attend to all company dealings with Companies Commission of Malaysia.

c. Other jobs and functions

- To assist in analyzing issues and proposing suitable legal and governance related solutions on issues pertaining to the operations of the Company and its subsidiaries in ensuring compliance with applicable laws.
- Organize record keeping system and ensure maintenance of files are in order to ensure easy referral for the team.
- To assist in organising and improving processes and SOP of the Department as and when required.
- To attend to all matters as and when instructed by Head/Senior Manager/Assistant Manager.

d. Enterprise Risk Management

General

- Understands and applies controls effectively to manage key risks and provides suggestions to improve the controls, wherever possible.
- Promptly escalates risks and incidents to senior management in accordance to existing procedures.
- Comply to relevant regulations, guidelines and procedures.

QUALIFICATIONS

Minimum Qualifications & Professional Certification *(Where relevant)*

- Degree/Diploma in Company Secretary (ICSA or equivalent) and/or Law with at least 5 years' experience in company secretarial function;
- Professional Qualification as a Company Secretary will be an added advantage

Technical Qualifications

- Knowledge of Microsoft WORD, Microsoft EXCEL, Microsoft POWER POINT and PDF programs for efficient execution of assigned tasks.

Working Experience

- At least 5 years related experience in corporate secretarial functions. Exposure in public listed group of Companies is an added advantage.
- Ability to work independently and provide support to the team and meet deadlines.
- Exposure in attending board and committees including preparing minutes, resolutions and rendering relevant corporate secretarial support
- Able to prepare and submission of Forms and Documents for filing to SSM in accordance to SSM's regulations
- Able to handle general administrative duties related to Company Secretarial functions

Other Additional requirements *(where relevant)*

- Able to cooperate, work in a team and coordinate work activities with other divisions/department and external stakeholders
- Good verbal and written command of English and Bahasa Malaysia, as well as good communication and interpersonal skills.
- Able to provide skills related to legal analytical thinking, problem solving, negotiating and people related skills
- Highly compliant, meticulous and attention to detail.