

Corporate Secretarial Executives

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Responsibilities

- Handle all aspects of clients' company secretarial matters (both listed and non-listed companies)
- Customer due diligence (on-boarding and on-going monitoring)
- Assist with incorporation of new companies, registration of foreign companies, etc.
- Prepare resolutions, minutes of meetings and ancillary documents
- Maintain Statutory Register and Minute Books
- Preparing & filing of notifications with ACRA
- E-stamping of transfer forms
- Ensure compliance with the statutory reporting requirements of the Companies Act

Requirements

- Preferably with at least 2 years of corporate secretarial experience in legal firms or established corporate secretarial firms
- Good command of written and spoken English
- Proficiency in mandarin is essential to liaise with Chinese clients
- Proficient in Microsoft Word and Excel
- Self-motivated, independent and able to work with minimal supervision
- Positive working attitude with strong initiatives and a team player
- Detailed oriented and able to work well under pressure
- Candidates with XBRL knowledge would have an advantage
- Fresh graduate or students currently pursuing ICSA will be considered for the assistant position

We thank you for your interest. Due to the volume of applications, we will only contact shortlisted candidates. An interview will be arranged with a shortlisted candidate as soon as possible after the application is received. Applications sent to email addresses other than sg.careers@dentons.com will be disregarded.

By submitting your application, you consent that Dentons Rodyk & Davidson LLP may collect, use and/or disclose your personal data and/or

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other information contained in your application for the purpose of processing your application, including without limitation conducting screening and background checks. Where your application contains personal data of third parties, you confirm that you have obtained all necessary consents to provide us with such personal data and that we may collect, use and/or disclose such personal data in accordance with the Personal Data Protection Act 2012.

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