

# PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA (MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES)

The Association invites applications from suitable and qualified Malaysians for the position of:

## Assistant Executive Secretary

### Requirements:

- A Degree in Business Administration/Economics/Law/MACS/ICSA or any other recognised professional qualifications.
- Three to five years of working experience.
- Background in Company Law, Company Secretarial & Taxation Practice is preferred.
- Speak and write good English and Bahasa Malaysia.
- Able to work independently and possess good interpersonal skills.
- Good at multi tasking and able to meet timeline.
- Possess good computer knowledge.
- Have a sense of urgency and result orientated.

### Responsibilities:

- To assist the Executive Secretary in the daily operations of the Association.
- To write minutes of committees meetings and take follow up actions.
- To supervise the membership data base cleaning and input of data
- To monitor Association's website
- To assist in publication of the Association's quarterly journals
- To assist in organising members and students training seminars, exams and social activities
- To liaise with government bodies and relevant authorities on Association's matters
- To carry out any duties as assigned by the Executive Secretary from time to time

Interested candidates are required to email or fax or write in with full resume together with present and expected salary and contact telephone numbers to the following address and attention to:

The Honorary Secretary  
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES  
No. 23A, Jalan SS 24/11, Taman Megah  
47301 Petaling Jaya, Selangor  
Tel No: 03-7806 3755 / 7806 1023  
Fax No:03-7806 3625  
Email: [macs@macs.org.my](mailto:macs@macs.org.my)

Only shortlisted candidates will be called for interview