

JOB DESCRIPTION

Role: Corporate Secretary Manager
Reports to: Finance Outsourcing Solutions Director
Location: Singapore

Purpose

BIPO is seeking a Corporate Secretary Manager. The candidate is responsible for the management of a portfolio of clients, providing corporate secretarial agent services.

Responsibilities

- Manage a portfolio of clients consisting of private and foreign companies in providing corporate secretarial agent services
- Handle full spectrum of company secretarial duties
- Act as named Company Secretary for clients
- Assist in the incorporation of new companies, registration of branches, representative offices, and other entities, ensuring compliance with the requirements of the Singapore Companies Act and the relevant laws
- Provide advisory on corporate secretarial matters for Singapore and foreign companies
- Attending board/committee meetings and recording of minutes of meetings
- Handle client acceptance and compliance
- Ensure compliance with relevant statutory and regulatory requirements

Technical Skills and Competencies

- Relevant university degree, ICSA/CSIS, or other relevant qualification
- More than 7 years of working experience gained in the corporate secretarial field, preferably from professional corporate service providers, with 3 – 4 years of experience in a managerial capacity
- Conversant with ACRA Bizfile
- Conversant with Microsoft Office (Words & Excel)
- Able to work independently with initiative and client-oriented
- Good interpersonal and communication (both written and verbal) skills with people of all levels
- Excellent client servicing and strong problem-solving skills
- Leadership skill is highly desirable

Useful links

- Website: www.biposervice.com



Make Life Easier.

- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact asean.hr@biposervice.com

About BIPO

At BIPO, our passion for technology and innovation empowers businesses across the globe with increased efficiency and convenience.

Our enterprise-ready **HR Management System (HRMS)** platform automates HR processes, simplifies workflows, and delivers actionable insights to build the best Employee Experience. Complemented by our **payroll outsourcing solutions** and **global PEO services**, we support businesses to manage today's global workforce.

We are better connected to support your payroll and people solutions needs through a global network of 27+ offices, four R&D centers, and business partners across 100+ countries.

Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)