



**GOLDEN PHAROS  
BERHAD** (198601003051)

(A Member of Terengganu Inc)

# **WE'RE HIRING ADMINISTRATIVE ASSISTANT (COMPANY SECRETARIAL)**

**GOLDEN PHAROS BERHAD, KUALA TERENGGANU**

- ✓ Provide administrative support to the Company Secretarial team.
- ✓ Assist in arranging meetings, including preparation of agendas, papers and prepare skeletal minutes.
- ✓ Liaise with internal departments and external parties such as auditors, shareholders, and regulatory bodies.
- ✓ Maintain and update statutory records, registers, and filing system

Please submit your CV with present and expected salary, recent photograph to [hra@gpb.com.my](mailto:hra@gpb.com.my) not later than **18 May 2025**.

[www.goldenpharos.com.my](http://www.goldenpharos.com.my)



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## **ADMINISTRATIVE ASSISTANT Company Secretarial**

### **Roles & Responsibilities**

- Provide administrative support to the Company Secretarial team.
- Perform general office duties such as data entry, scanning, and photocopying.
- Assist in arranging meetings, including preparation of agendas, papers and prepare skeletal minutes
- Liaise with internal departments and external parties such as auditors, shareholders, and regulatory bodies.
- Maintain and update statutory records, registers, and filing system
- Handle correspondence and documentation with confidentiality and accuracy.
- Assist in the preparation and filing of statutory documents with relevant authorities (e.g., SSM).
- Any other tasks assigned by the Company Secretarial team

### **Requirements:**

- Diploma in Corporate Administration
- Fresh graduates are encouraged to apply.
- Prior experience in a corporate secretarial environment will be an added advantage
- Basic understanding of company secretarial practices and statutory requirements
- Familiarity with MBRS or company secretarial software (e.g., Boardroom, InfoConnect, MYCOID)
- Currently pursuing or holding an ICSA qualification is an added advantage

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