



PharmaGend

JOB DESCRIPTION

Position – Corporate Secretarial Executive

KEY DUTIES AND RESPONSIBILITIES:

- Organise board meetings and ensure relevant documents are distributed to the Directors and Stakeholders.
- Liaising with the Board of Directors & Stakeholders on meetings and announcements.
- Managing and drafting of all corporate confidential documents, inclusive legal agreements, engagement contracts, ACRA filing, meeting minutes, board resolutions, annual report. Meeting presentation deck.
- Compile and close monitoring of all statutory licences for the company.
- Support both the CEO & President on all administrative task and to follow thru with the relevant stakeholders timely.
- Managing the CEO & President's calendar and to make travel plan, booking and meeting event appointment appropriately.
- Organized and co-ordinate on any company events when required.
- Arrange, co-ordinate and as the point of contact for visitors and statutory agencies visiting to site, inclusive receiving and networking with them.
- Other ad-hoc duties as requested by the Management.

JOB REQUIREMENTS:

- Bachelor's degree in Secretarial / Business Studies or equivalent with at least 5 years relevant working experience, preferably in public listed company and with at least 2 years of legal corporate secretary working exposure.
- Bilingual with good command of spoken and written in both English & Mandarin.
- Require connecting frequently and liaising with Chinese speaking overseas stakeholders and/or government agencies.

TO APPLY:

Candidates are encouraged to apply this position via email to Phghr@pharmagend.com with the following information in the resume.

- Work experiences and job responsibilities.
- Current and Expected salary
- Reason for leaving.
- Date of availability
- Education background

We regret that only shortlisted candidates will be contacted.