

Business Administrative & Corporate Governance

Work Scope

To provide office support to an individual or a team in the company, assist and ensure the effectiveness and efficiency of company day to day operation.

To guarantee that the company's operation complies with Malaysia laws and regulations, while actively helping the company avoid possible legal risks and violations. Other duties will oversee the corporate legal processes such as mergers, compliance issues, transactions, partnerships, and lawsuits.

Basic Responsibilities

1. Carry out an effective communication plan across organizations, detects wastage and improves efficiency.
2. Ensure day-to-day business activities are carried out in a compliant manner.
3. Monitor and improve company business activity performances.
4. Assist in preparing and work out the details on agreements with internal and external stakeholders.
5. Enforce company policies compliance and business rules.
6. Handle essential legal agreement & contract for business operation and structure corporate agreements to be used in different common business contexts & proceedings.
7. Monitor and propose relevant industry laws and regulation to assist companies in shaping business model rules and policies within the boundaries of Malaysian Law to avoid business complications.
8. Implement relevant industry regulations, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda.
9. Oversee and ensure the company's policy and position on legal matters.
10. To facilitate effective, entrepreneurial and prudent management that can deliver long term success for the company.
11. Protect the company against legal risks and violations.
12. Examine the legal issues related to new products and services.

Required Skills / Abilities:

1. Proficient in Professional English & Chinese language, both verbally and in writing to fulfill business setting requirements.
2. Knowledge in technologies and global trends.
3. Strong organizational skills and problem solving skills.
4. Highly analytical with a strong attention to detail
5. Strong time-management skills to manage and prioritize tasks.
6. Have strong problem analysis and solving skills, flexible working methods.
7. Have a certain degree of social relations and organizational communication and coordination skills, be serious and responsible
8. Familiar with the laws and regulations of the country, labor and manpower.
9. Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
10. Continuous Learning