

# A Career That Delivers



In line with our rapid business expansion, we are seeking suitably qualified candidate to join us in the following position based in **Tawau** -

## **COMPANY SECRETARY**

- Degree in Corporate Administration / Management or its equivalent
- Possess ICSA qualification, an associate member of MAICSA or a member of Malaysian Institute of Accountants (MIA) with or without necessary company secretarial practices experience would be considered
- Technical proficiency in Companies Act 2016, other relevant statutory and regulatory requirements
- Possess excellent analytical, organizational and time management skill
- Responsible, multi-tasking, diplomatic, ability to maintain confidentiality, strong integrity, meticulous and adaptability
- Good interpersonal and excellent communication skills

Interested candidates are invited to post, fax or email your application with detailed resume to :

Group Human Resource Department

**TECK GUAN GROUP**

P.O.Box 33, 91007 Tawau, Sabah

Tel : 089-772277 Ext : 2900,2901 Fax : 089-769955

E-mail : [careers@teckguan.com](mailto:careers@teckguan.com)