

**TA Global Berhad** is listed on the Main Market of Bursa Malaysia and is one of the largest listed property development companies in Malaysia by market capitalization. The Company is involved in a diversified range of property and business services, which includes property development, property investment, property management, trading, hospitality operations and construction in Malaysia, Asia Pacific and Canada.

**Senior Associate – Company Secretarial Department**

**Major responsibilities:**

- ◆ Ensure all general meetings are organized and documented in compliance with statutory requirements and in good company secretarial practices.
- ◆ Assist to draft Board and Shareholder's Resolution.
- ◆ Ensure that Committee and Board Meetings are convened as scheduled and that proper minutes are recorded.
- ◆ Ensure timely announcements, disclosures and notifications are made as required by Bursa Malaysia Securities Berhad (BMSB), Securities Commission and other governmental authorities.
- ◆ Ensure that the TA Group of Companies comply with requirements stipulated in the various statutory law / requirements / rules.
- ◆ Ensure timely filing of all forms and returns with the Companies Commission of Malaysia.
- ◆ Provide support to subsidiaries registered overseas.

**Requirements:**

- ◆ ICSA graduate.
- ◆ Able to organise, co-ordinate and take minutes of both the Committee and Board Meetings and to follow up on action required.
- ◆ Minimum 3 years of related working experience with at least 2 year in public listed company (PLC) in BMSB.
- ◆ Well versed in Companies Act, 1965, BMSB Main Market Listing Requirements and Malaysian Code on Corporate Governance.
- ◆ Matured, hardworking, able to work independently and under tight deadline.
- ◆ Able to communicate effectively with all levels of staff and management.

Interested candidates are requested to submit a detailed resume indicating current and expected salary together with a contact telephone number online via [Jobstreet.com](http://Jobstreet.com) or via post, as per the address stated below. All applications MUST include a recent passport-sized (n.r.) photograph.

TA Global Berhad  
(A member of the TA Group)  
Human Resource Department  
34th Floor Menara TA One  
22 Jalan P. Ramlee  
50250 Kuala Lumpur

Only shortlisted candidates will be notified.