

Responsibilities:

Board and Board Committee Administration

- Support the administration of the Board of Directors and Board Committees across the NMB Group by:
- Planning and coordinating the annual calendar of Board, Board Committee and General Meetings.
- Preparing meeting agendas in consultation with Management and the Chairperson.
- Compiling, reviewing and circulating Board papers and supporting documents in a timely manner.
- Supporting the preparation and review of meeting minutes and maintaining accurate official records.
- Coordinating Directors' Written Resolutions and ensuring proper documentation and record keeping.
- Managing logistical arrangements and communications relating to Board and Board Committee meetings.

Statutory Compliance and Corporate Filings

- Ensure statutory compliance of NMB and its subsidiaries under the Companies Act 2016 by:
- Coordinating with the external Company Secretary on statutory matters and regulatory requirements.
- Supporting the preparation, review and lodgement of statutory documents and forms with the Companies Commission of Malaysia (SSM/CCM).
- Assisting in the submission of statutory filings including Annual Returns, audited financial statements and related documentation.
- Ensuring that corporate changes (e.g. incorporation of subsidiaries, changes of directors or company secretaries, share allotments and corporate restructuring matters) are properly documented and lodged.

Corporate Records and Documentation Management

- Maintain proper corporate documentation and governance records by:
- Maintaining and updating statutory registers and corporate secretarial records.
- Managing master records of subsidiaries, Directors and key corporate information.
- Ensuring corporate documentation is properly organised, safeguarded and audit-ready.
- Maintaining official Board documentation including resolutions, minutes and governance records.

Directors Administration and Governance Support

- Provide administrative support relating to Directors and governance matters by:
- Coordinating the appointment, re-appointment, evaluation and cessation of Directors.
- Tracking Directors' training and development programmes in line with governance expectations.
- Supporting the administration of Directors' remuneration, allowances and benefits in accordance with Board policies.
- Assisting in maintaining governance documentation including Board Terms of Reference, policies and related governance instruments.

Governance Communication and Compliance Support

- Support governance awareness and internal compliance initiatives by:
- Preparing governance-related updates and communications for internal stakeholders.
- Supporting integrity, governance and compliance awareness initiatives within the organisation.
- Assisting in the review and update of governance policies, Board charters and related documentation.

Audit and Risk Governance Coordination

- Provide administrative coordination support for governance and assurance activities by:
- Coordinating matters relating to internal audit engagements and tracking audit action items.
- Supporting the preparation of updates and documentation for Management and Board committees.



- Assisting with the coordination of meetings and documentation for the Management Audit and Risk Committee

Qualification and Requirement:

- Bachelor's degree in law, business administration, or equivalent.
- At least 4 years of experience in a company secretarial role, including experience with Companies Act 2016 compliance.
- Associate member of MAICSA.
- Experience working with an external company secretary, with strong knowledge of statutory requirements and filings.
- Must possess a good command of spoken and written Malay and English

Preferred Skills:

- Familiar with Microsoft 365, SharePoint, Word, Excel and PowerPoint
- Pleasant with excellent communication and interpersonal skills, with the ability to advise Management and the Board on governance and compliance matters.
- Manage the corporate secretarial portfolio for a group of companies.
- Proficiency in maintaining statutory records and using company secretarial applications, e.g. MyCOID.