



StanleyCo Corporate Services Sdn. Bhd. 201301021064 (1050894-T)

Associate, Corporate Secretarial

(Supervisors, Seniors, and fresh graduates are welcome)

StanleyCo is a professional services group with a proud history since the 1970s. We deliver accounting, corporate secretarial, payroll, and taxation services to a diverse portfolio of clients.

What makes us different? Our people come first.

We combine the discipline and credibility of an established firm with the efficiency of modern tools — including **AI-assisted processes and automation**. This means you'll gain a **solid foundation in professional corporate secretarial practices**, while also being equipped with future-ready skills.

If you're looking for a workplace that values learning, growth, and balance — StanleyCo is where you belong.

Key Responsibilities

- Assist in managing / Supervise a portfolio of clients
- To carry out all aspects of company secretarial functions such as preparing and reviewing of resolutions, minutes, updates and maintaining statutory documents, attending Board meetings, and arranging for lodgement of statutory documents
- Assist in maintaining statutory records
- Liaising with auditors, Companies Commission of Malaysia, Inland Revenue Board and other authorities in connection with company secretarial matters

Who We're Looking For

- Degree/Diploma in Corporate Administration, Accountancy, Law, MAICSA, Business Studies, Administration, or Management.
- Fresh graduates, seniors, and supervisors are encouraged to apply.
- For supervisor and senior positions, it is crucial to possess relevant experience, along with a comprehensive understanding of the Companies Act, regulations, and associated procedures.
- Organised, detail-oriented, and able to work both independently and in teams.
- Proactive mindset — willing to learn, share knowledge, and contribute ideas.
- Proficient in English & Mandarin (Cantonese is an added advantage).
- Familiarity with cloud accounting, AI tools, or automation is an advantage.



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What We Offer

Salary

- Fresh Graduate (Associate): **RM2,700 – RM3,500** (*depending on qualifications & performance*)
- **Experienced candidates will be offered higher packages, commensurate with skills and experience*

Growth & Development

- Fast-track increments & higher pay based on proven performance
- Flexible Work Arrangements (for eligible candidates, including 4-day week option)
- Structured mentorship & continuous training
- Defined career progression – from Associate up to Managerial level
- Full coverage of professional membership fees (for qualified staff)
- CPD sponsorship – seminars & conferences
- Study & exam leave to support professional qualifications

Tools & Skills

- Learn to work smarter with **accounting software, cloud solutions & AI-assisted applications**

Health & Wellbeing

- Medical insurance & medical claims
- Annual leave & medical leave entitlements
- Childcare leave (for eligible employees)

Perks & Allowances

- Monthly meal allowance
- Overtime pay & extra meal subsidies
- Performance incentive & bonus

Culture & Environment

- Team bonding, sports, and recreational activities
- Young, multicultural & supportive workplace culture