COMPANY OVERVIEW

Sinergi Perdana Sdn Bhd ("SPSB") is a consortium formed by Malaysia's biggest government plantation agencies, namely Federal Land Development Authority ("FELDA"), Felcra Berhad ("FELCRA") and Rubber Industry Smallholders Development Authority ("RISDA"). The consortium is under the supervision of Ministry of Rural & Reginal Development (KPLB) and was established with an objective to coordinate plans and strategies in exploring various business ventures locally and internationally especially in fertilizer and agrochemical business. SPSB currently has one subsidiary, namely Sinergi Perdana Marketing Sdn Bhd (SP Marketing).

JOB VACANCY 1
Executive Legal & Secretary (Port Klang, Selangor)
Salary Starting (RM2000 to RM3500)

- Responsible in assisting the Head of Department in the legal activities of companies and groups in accordance with lawful acts and facts.

Duties

- Assist the Head of Department in preparing documents related to legal and secretarial Company.
- Assist the Manager in preparing, reviewing, and managing all documents, agreements and MOUs and any relevant laws.
- Prepare and provide documentation for the draft contract agreements, terms of reference and Board circular resolutions.
- Dealing with the Company Secretary in the preparation of Board meetings, Annual General meetings and matters relating to the company's Board of Directors
- Responsible for managing documentation including preparation of official letters and emails.
- Responsible for managing Procurement and Technical meetings
- Performing and undertaking any other ad-hoc duties and responsibilities as may be assigned by superior/management from time to time by the

Requirement

- Candidate must possess at least Bachelor's Degree in Law or equivalent, Professional certification such as Certificate in Legal Practice would be an added advantage.
- Minimum 3 years' experience in legal practise. Working experience in fertilizer company is an advantage.
- Possess skill:
    - Strong writing skills in legal documents, possess professional legal quality, able to handle legal disputes flexibly and avoid/ reduce legal risks.
    - Thorough understanding of clerical and secretarial principles
    - Ability to work well with the top Management, able to work under pressure and meet deadlines.

- Well organized, reliable, trustworthy, attention to detail, good working attitude, positive and presentable personality.
- Good in Bahasa Malaysia & English.

WHY JOIN US?

- ☑ Strategic location and working area.
- ☑ Friendly working environment
- ☑ Interesting Salary
- ☑ Medical & Hospitalization coverage for whole family (spouse and children)
- ☑ Fair compensation (Insurance coverage)

INTERESTED APPLICANT MAY SUBMIT YOUR RESUME TO:

SINERGI PERDANA SDN. BHD. (903305-K)
Lot 14, Lebuh Sultan Mohamed 1
Kawasan Perindustrian Bandar Sultan Suleiman
42000 Pelabuhan Klang, Selangor
T: +603-31790476 F: +603-31790437

Visit our website at: http://www.sinergiperdana.com.my/

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Closing date: 30 April 2021