JOB OPPORTUNITY

Junior Company Secretary Assistant

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

MSA GROUP OF COMPANIES

Organization details :

Company : MSA CONSULTING SDN. BHD.
Website : -
Address : No. 18-A, Jalan Perang, Taman Pelangi, 80400 Johor Bahru, Johor.

Job Responsibility :

1. We are seeking a responsible and organized Junior Company Secretary Assistant to support our Company Secretary and secretarial team in handling corporate secretarial and administrative matters.
2. This position is suitable for fresh graduates or candidates interested in developing a career in corporate secretarial practice. Training and guidance will be provided in statutory compliance, preparation of corporate documents, maintenance of statutory records and submissions to the Companies Commission of Malaysia (SSM).

Job Requirements and Qualifications :

1. Assist in preparing company secretarial documents, resolutions, forms, Annual Returns and statutory records under supervision.
2. Assist in maintaining and updating registers of members, directors, secretaries and other statutory records with SSM.
3. Assist with SSM4U and Malaysian Business Reporting System (MBRS) submissions under supervision.
4. Coordinate and liaise with clients to obtain information and supporting documents under the guidance of senior team members.
5. Arrange documents for directors' and shareholders' signatures and follow up on outstanding documents.
6. Assist in scanning, filing and maintaining executed corporate documents in physical and electronic secretarial files
7. Provide administrative support to the Company Secretary and secretarial team.
8. Develop knowledge of the Malaysian Companies Act 2016, SSM requirements and corporate governance practices.

Benefits :

- ✓ Annual Company Trip
- ✓ Festive & Team building Events
- ✓ Medical Claims
- ✓ Petrol & Parking Allowances

Person-in-charge :

Name : Ms. Kai
Contact No. : 012-799 9036
Email : hr@msagroup.com.my

MSA GROUP OF COMPANIES

Business Profile

Accounting | Audit | Secretarial | Tax

Business Profile in Version 4 for Career Opportunities & Employee Value Proposition

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Business Profile

About MSA Group

MSA Group of Companies is an integrated professional services group providing a comprehensive range of **accounting, audit and assurance, taxation, corporate secretarial, compliance and business advisory services** to businesses and entrepreneurs.

With professional roots dating back to **1990**, our Group has developed extensive experience in supporting businesses, particularly small and medium-sized enterprises (SMEs), through different stages of their business journey — from incorporation and accounting to statutory audit, taxation, corporate compliance, business advisory and expansion.

Headquartered in **Johor Bahru**, with support from our **Penang branch**, MSA Group also works in collaboration with a network of professional firms across Malaysia, providing broader professional support and exposure across various locations and industries.

Our philosophy is simple

To understand our clients' businesses and provide practical, reliable and professional solutions that support both compliance and long-term business growth.

MSA Group of Companies

MSA Group brings together specialised professional firms so that clients are able to obtain a broad range of business and professional services within one professional network.

CH & Associates PLT (AF1822)

Chartered Accountants | Audit & Assurance

A professional accounting firm providing statutory audit, assurance and related professional services.

MSA Consulting Sdn. Bhd.

Chartered Tax Practitioners | Taxation & Advisory

Providing corporate and individual taxation, tax compliance, tax advisory, tax planning and representation in dealings with the Malaysian tax authorities

Massachusetts Strater Sdn. Bhd.

Corporate Secretarial & Corporate Compliance

Providing corporate secretarial services and assisting companies in meeting their statutory and regulatory obligations under Malaysian corporate legislation.

INPACT Consulting Sdn. Bhd.

Accounting | Business Consulting

Providing accounting, bookkeeping, financial reporting support and business consulting services to businesses requiring professional financial and management assistance.

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Our Professional Services

Audit & Assurance

Our audit and assurance services are delivered through **CH & Associates PLT**, a member firm of the Malaysian Institute of Accountants and an approved firm of Company Auditors and Liquidators.

Our audit professionals work closely with clients to understand their businesses, operations, accounting systems and internal controls.

Services include:

- Statutory financial statement audits
- Audit and assurance engagements
- Review of accounting records and financial reporting
- Internal control observations and recommendations
- Special-purpose audit assignments
- Due diligence and financial review engagements
- Audit support for corporate exercises and business transactions

Our approach extends beyond statutory compliance. Where appropriate, we identify areas for improvement and provide practical observations that may assist management in strengthening financial controls and business processes.

Taxation & Tax Advisory

Taxation is one of the Group's core professional service areas.

Through **MSA Consulting Sdn. Bhd.**, our tax professionals assist companies, businesses and individuals with their Malaysian taxation requirements.

Our services include:

- Corporate income tax compliance
- Personal income tax compliance
- Tax computation and tax return preparation
- Tax estimation and tax instalment planning
- Tax advisory and tax planning
- Capital allowance review
- Withholding tax advisory and compliance
- Real Property Gains Tax matters
- Transfer pricing documentation and advisory
- Tax treatment of business transactions and restructuring
- Tax due diligence
- Tax audit and investigation support
- Correspondence and representation before the **Inland Revenue Board of Malaysia (LHDN)**
- Representation in tax dispute matters, where applicable
- Advice on changes in Malaysian taxation legislation

Our tax professionals aim not only to assist clients in meeting filing deadlines, but also to help businesses understand the tax implications of commercial decisions and maintain proper tax compliance.

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SST & Indirect Tax Services

With Malaysia's indirect tax environment continuing to develop, businesses increasingly require professional assistance in understanding their Service Tax and related compliance obligations.

Our services include:

- SST registration review
- Service Tax compliance
- Review of taxable services
- Advice on exemptions and applicable tax treatments
- Review of contracts and transactions for SST implications
- Assistance with Royal Malaysian Customs Department matters
- SST compliance reviews and advisory

Corporate Secretarial & Compliance

Through **Massachusetts Strater Sdn. Bhd.**, we assist companies in maintaining proper corporate records and complying with statutory requirements administered by the **Companies Commission of Malaysia (SSM)**.

Our services include:

- Incorporation of companies
- Corporate secretarial services
- Maintenance of statutory registers and records
- Preparation of directors' and shareholders' resolutions
- Annual Return and statutory lodgements
- Changes of directors, shareholders and company officers
- Changes in registered office and corporate particulars
- Share allotments and share transfers
- Beneficial ownership compliance
- Preparation and maintenance of corporate documents
- Company searches
- Applications for striking-off
- Corporate restructuring support
- General Companies Act and corporate compliance advisory

Our secretarial professionals work closely with clients, accountants, auditors, tax professionals, lawyers and other advisers to facilitate corporate transactions and regulatory compliance.

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Accounting & Bookkeeping

Through **INPACT Consulting Sdn. Bhd.**, we provide accounting and financial reporting support to businesses ranging from start-ups to established SMEs.

Our services include:

- Full-set accounting
- Bookkeeping
- Monthly and periodic management accounts
- Financial statement preparation
- Accounting records review
- Bank and account reconciliations
- Accounts payable and receivable review
- Fixed asset records
- Cash flow monitoring
- Management reporting
- Preparation of accounting schedules for audit and taxation
- Accounting system and record-keeping support

For businesses with their own accounting personnel, our professionals may also provide financial record reviews and accounting support to strengthen the quality and efficiency of their financial reporting process.

Business & Corporate Advisory

Business decisions frequently involve more than one professional discipline.

Our multidisciplinary structure enables us to combine accounting, audit, tax and corporate perspectives when assisting clients with business matters.

Depending on the nature of an engagement, our professional team may assist with:

- Business and management advisory
- Corporate restructuring
- Financial analysis
- Cash flow and budgeting review
- Business acquisition and disposal support
- Due diligence
- Mergers and acquisitions support
- Corporate exercises
- Business process reviews
- Financial management support
- Business start-up advisory
- Government incentive and regulatory matters
- Other specialised corporate advisory assignments

This integrated approach allows us to provide clients with more practical solutions while considering the **financial, taxation, accounting and regulatory implications** of their business decisions.

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The Professionals Behind Our Services

Professional services are built around people, knowledge and practical experience.
MSA Group engages and works alongside professionals from various disciplines, including:

Chartered Accountants

Providing expertise in accounting, financial reporting, audit, assurance and corporate financial matters.

Approved Company Auditors

Responsible for statutory audit and assurance engagements performed in accordance with applicable professional and auditing standards.

Tax Practitioners

Providing professional support in corporate taxation, individual taxation, tax compliance, tax planning, tax audits, investigations and tax advisory matters.

Company Secretarial Professionals

Supporting companies in corporate governance, statutory compliance, Companies Act requirements and dealings with the Companies Commission of Malaysia.

Accounting Professionals

Supporting businesses in bookkeeping, financial reporting, management accounts, cash flow management and preparation of financial information.

Business & Corporate Advisers

Providing commercial and professional perspectives on restructuring, transactions, due diligence and business management matters.

We also maintain professional relationships and collaborations with other specialists where an engagement requires multidisciplinary expertise.

Professional Network Across Malaysia

While MSA Group is headquartered in Johor Bahru and supported by its Penang operations, our professional network extends beyond our own offices.

Over the years, our Group has established professional relationships and collaborations with accounting and professional firms operating across various parts of Malaysia, including:

Johor | Kuala Lumpur | Melaka | Pahang | Penang | Perak

This professional network allows our people to gain exposure to different clients, industries, business environments and professional specialisations while enabling the Group to provide broader support to our clients.

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Career Opportunities

MSA Group welcomes students, fresh graduates and experienced candidates who are interested in developing a professional career in:

Audit & Assurance
Taxation
Accounting
Corporate Secretarial
Business Advisory
Corporate & Regulatory Compliance

Opportunities may include:

- Internship
- Audit Assistant
- Audit Semi-Senior
- Tax Assistant
- Tax Semi-Senior
- Accounts Assistant
- Company Secretarial Assistant
- Business Consulting & Advisory positions

We welcome candidates from Accounting, Finance, Taxation, Business Administration and other relevant disciplines who are eager to learn and develop their professional capabilities.

Why Build Your Career with MSA Group?

Practical Professional Exposure

Work on actual client assignments and gain experience beyond classroom theory.

Multidisciplinary Learning

Gain exposure to accounting, audit, taxation, corporate secretarial and business advisory matters within one professional group.

Learn from Professionals

Work alongside experienced accountants, auditors, tax practitioners, company secretarial professionals and business advisers.

Exposure to SMEs & Business Owners

Develop an understanding of how Malaysian businesses operate and the challenges faced by entrepreneurs and management.

Professional Development

Build technical knowledge, communication skills, analytical thinking and professional judgement essential for a long-term career in the professional services industry.

Career Progression

We encourage team members to continuously develop their technical competencies, take greater responsibility and progress within their chosen professional field.

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Start Your Professional Journey with MSA Group

For students and graduates, joining a professional firm provides an opportunity to see how accounting, taxation, audit and corporate regulations are applied in the real business environment.

At **MSA Group of Companies**, you will have the opportunity to learn, contribute and develop alongside professionals while gaining exposure to clients from different industries.

Learn from experience.
Grow with professionals.
Build your career with MSA Group.

Johor Bahru Office

No. 18-A & 18-B, Jalan Perang, Taman Pelangi,
80400 Johor Bahru, Johor, Malaysia.

Penang Office

No. 1, Solok Harmoni 1, Taman Bukit Mas,
14000 Bukit Mertajam, Pulau Pinang, Malaysia.

Our Contact

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6012-799 9036 (WhatsApp)
6011-1053 9036 (Tax Department)
6011-5892 5036 (Audit Department)
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