



## WE'RE HIRING

**JOIN OUR TEAM TO LEARN HOW TO  
PERFORM WORK OF  
SINGAPORE-BASED ACCOUNTING  
PROFESSIONALS**

**Our office in Melaka supports the work of our Singapore office.**

We're looking for fresh grads like **YOU** to join our dynamic team!

Kickstart your career with **international training** and **exciting growth opportunities in Singapore and Malaysia.**

### WHAT WE OFFER:

-  Training in Singapore
-  Competitive Salary & Career Growth
-  ACCA & Certification Sponsorship
-  Yearly Training & Skill Development

### POSITIONS AVAILABLE:

- ❖ **Corporate Secretarial Associate**
- ❖ **Corporate Tax/GST Associate**
- ❖ **Accounting Associate**



## KICKSTART YOUR CAREER WITH US!

Send your resume inclusive of information on your current and expected salary, earliest available date and a photograph to [career@pioneerassociates.com.sg](mailto:career@pioneerassociates.com.sg)





# WE'RE HIRING!



## CORPORATE SECRETARIAL ASSOCIATES

We are a service provider for corporate secretarial services. Our client base comprises a good mix of large multinational companies and small/medium-sized local companies. Due to continuing growth, we seek highly motivated persons who are committed to quality and excellence to fill the positions below and grow with us.

### JOB DESCRIPTION:

- To assist with a portfolio of clients and report to the Manager;
- To assist with corporate secretarial assignments including incorporation of Companies / Branches / Representative Offices, preparation and lodgement of relevant documents to the Authorities;
- To prepare resolutions, meeting agendas, meeting papers and maintaining statutory records to ensure all records are up-to-date;
- To provide administrative support to the Corporate Secretarial department and Company Secretary; and
- To perform KYC due diligence requirements and participate in ad-hoc duties and assignments.

### REQUIREMENTS:

- Bachelor in Business Administration / Accounting / Law / other disciplines or pursuing professional examinations;
- Fresh Graduates and/or experienced individuals who are eager to learn / broaden their knowledge about corporate secretarial and related work;
- Familiar with Companies Act and Code of Corporate Governance;
- Proficient in English, (oral & written) and use of Microsoft Office Skills (Excel, Word & PowerPoint);
- Excellent organisational and interpersonal skills; and
- Ability to work independently as well as within a team.

**APPLY**



Via MMU Career Connect  
Portal or email to  
[career@pioneercorp.com.sg](mailto:career@pioneercorp.com.sg)

