



## PR/109186 | Company Secretary & Legal Counsel

### Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1541880

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 22:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Position: Company Secretary & Legal Counsel**
**Location: Gurgaon/ Bangalore**
**Reporting to: Senior Manager in legal division**
**Company: Hiring for Retail company**
**Position Description:**

1. Acts as a Company Secretary & legal business partner for FR entities in India.
2. Handles internal and external legal issues, offering recommended solutions and best practices.
3. Conducts research and assesses local legislation and various risk factors related to business decisions and operations.
4. Operates independently with minimum supervision.
5. Work closely with business team to develop business including area development, cotton farming process innovation.

**Key Responsibilities:**
**General Legal:**

1. Ensure comprehensive due diligence for new projects.
2. Lead negotiation, finalize contracts and maintain ongoing communication with commercial and legal counterparts.
3. Maintain contract database and contract lifecycle management tool.
4. Provides legal support to the Global Head Quarters on miscellaneous legal queries.

5. Offers legal services to relevant business functions and support functions.
6. Carry out day-to-day legal work with integrity and accountability.
7. Apply effective risk management techniques and provide proactive legal advice on potential legal issues.
8. Develop and update legal and compliance training modules and conduct trainings for relevant members.
9. Work on data privacy and implement best practices.

**Regulatory and Litigation:**

1. Ensure compliance with applicable laws, regulations and maintain updated knowledge of relevant laws and regulations.
2. Maintain and update the local compliance management system.
3. Conduct on-site legal checks and audits as per Companies checklist.
4. Instruct and oversee external law firms and counsel for advisory and ongoing litigation.

**Corporate Governance:**

1. Handle corporate governance matters such as organizing Board meetings and General Meetings, maintaining agendas and minutes, finalizing meeting-related documents with support from external consultants and managing pre- and post-meeting formalities for FR entities in India.
2. Maintainance of statutory records for FR entities in India.
3. Support in filing various statutory forms with authorities.

**Stakeholders Management:**

Internally: - Participate in meetings with key business partners to understand objectives and offer legal advice.

Attend project meetings as necessary.

Engages with FR's international legal community.

Externally: - Collaborate with legal advisors, senior advocates, and external law firms and consultants.

Interact with government agencies and regulatory authorities as and when required.

**Develop business with business team together:**

1. Always Work closely with business team to understand the challenge and can give the solution as a self-driven professional individual.
2. Can create and improve the business process, from both business and legal point of view and have a mindset for continually improve the current process.

**Candidate Profile and Qualification:**

**Education & Experience:**

CS & LLB (CS membership from ICSI mandatory)

Experience:

1. Minimum 8-10 years of post-qualification experience (preferably in retail/e-com Companies or Law firm)
2. Excellent communication skills (written & spoken).
3. Strong knowledge of corporate law, contracts, and legal principles.
4. Excellent analytical, research and problem-solving skills.
5. Sound knowledge of relevant IT tools & software.
6. Adaptable & willingness to learn & seek guidance to resolve business related legal queries.
7. Strong business Acumen.
8. Open to travel within and outside India

---

**Company Description**