



## PR/109389 | Company Secretary & Legal

### Job Information

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

1543471

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 12:02

### 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****Location: Gurgaon****Job Responsibilities: -**

1. Deliver efficient and effective corporate governance, secretarial support, and legal advisory services to the organization.
2. Advise and keep management informed of their legal responsibilities and obligations.
3. Ensure compliance with the provisions of the Companies Act, FEMA, and other applicable allied laws.
4. Maintain statutory registers and other records in accordance with relevant legal requirements.

5. Handle regular and annual filings with the Registrar of Companies and other regulatory authorities.
6. Convene Board, Committee, and General Meetings, including preparation and follow-up actions.
7. Draft and maintain accurate minutes of Board, Committee, and General Meetings.
8. Draft, review, and vet various legal documents and agreements on behalf of the company.
9. Stay updated on changes in regulatory and statutory policies that may affect the organization.
10. Manage compliance matters, including responses to Show Cause Notices (SCNs) issued by departments, and provide legal advice as required by management.
11. Coordinate with HR, Finance, Accounting, Logistics, and other departments to conduct compliance reviews and mitigate risks of penalties or unnecessary expenditures.
12. Undertake additional tasks and responsibilities as assigned by senior management.
13. Handle all ongoing legal matters concerning the company.
14. To take a leadership and work on a proactive manner for any challenges and ongoing issues.

Profile Expectation:

- Minimum Experience required 10 yrs.in handling Company Law compliance, secretarial audits etc. Organizing general & board meetings & handling legal matters.
- Excellent organizational skills with the ability to deliver to set deadlines.
- Excellent communication -negotiation skills with the langue Proficiency Hindi-English.
- Strong interpersonal, report writing and statistical analysis skills.
- Proven ability in multitasking and prioritizing workload.
- Having a working experience in legal matter, labour law related issues, forensic matters with employees or vendors

---

Company Description