



PR/109366 | Company Secretary

Job Information

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

1548673

Industry

Other

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:47

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**Location: Gurgaon**

Primary Purpose:

- Minimum 5 years of post-qualification experience
- Excellent communication skills (written & spoken).
- Strong knowledge of Company Secretary & legal, contracts, and legal principles.
- Excellent analytical, research and problem-solving skills.

Adaptable & willingness to learn & seek guidance to resolve business related legal queries.

Educational Qualification: CS (CS membership from ICSI mandatory)

Position Description:

1. Acts as a Company Secretary & legal business partner for PI 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.
 1. Lead negotiation, finalize contracts and maintain ongoing communication with commercial and legal counterparts.
 2. Offers legal services to relevant business functions and support functions.
 3. Carry out day-to-day legal work with integrity and accountability.

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 PI entities in India.
2. Maintenance of statutory records for PI entities in India.
3. Support in filing various statutory forms with authorities.

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Company Description