



PR/109474 | Company Secretary

Job Information

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

1548769

Industry

Education

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:48

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

Company Overview: One of the leading Japanese educational group providing quality educational programs

Job Overview: Looking for company secretary having strong expertise into corporate governance, compliance matters like ECB.

Job Responsibilities:

1. **Corporate Governance:** To ensure compliance with corporate laws and regulations. Maintaining statutory books, including registers of members, directors, and secretaries. Preparing and filing necessary documents with regulatory authorities. Organizing and managing board meetings, including preparing agendas, minutes, and ensuring follow-up on action items.
2. **Tax Compliance:** Overseeing direct and indirect tax compliance, including income tax, GST, and other applicable

taxes. Ensuring timely filing of tax returns and payments. Providing tax planning and advisory services to optimize tax liabilities.

3. Accounting:

Managing all accounting transactions using accounting software.

Preparing quarterly and annual financial reports, audit ing financial transactions and documents.

Assisting in budget preparation and financial forecasting.

Job Requirements:

- Graduate preferably in Commerce, Accounting, or related field
- Proven experience of 5+ years Company Secretary and managing ECB loans
- Preference will be for Qualified CS professional.
- Preference will be for candidates having experience into Japanese manufacturing or trading organization.

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