



PR/109885 | Company Secretary

Job Information

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

1569019

Industry

IT Consulting

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 30th, 2025 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Role Overview: The Company Secretary – Legal and Compliance is a key governance professional responsible for ensuring the organization complies with statutory and regulatory requirements, as well as internal policies and procedures. This role acts as a bridge between the board of directors, management, and regulatory authorities, providing guidance on corporate governance best practices and legal obligations. This is ideal for someone who is organized, responsive, and enjoys managing processes in a fast-paced environment.

Key Responsibilities: Corporate Governance ● Organize and manage board meetings, including preparing agendas, minutes, and resolutions. ● Ensure compliance with applicable laws, regulations, and corporate governance codes. ● Advise the board and senior management on corporate governance matters. ● Monitor changes in corporate governance regulations and recommend necessary actions. Compliance Management ● Develop, implement, and monitor compliance policies, procedures, and frameworks. ● Conduct regular compliance audits and risk assessments to identify areas of non compliance. ● Provide training and guidance to employees on compliance-related matters. ● Collaborate with internal teams to address compliance issues and implement corrective measures.

- Legal Advisory
Offer legal advice and support to the organization on a wide range of legal matters.
- Review and draft contracts, agreements, and other legal documents. • Stay up to date with changes in laws and regulations affecting the company's operations. • Manage external legal counsel and coordinate legal proceedings, if required. Statutory Compliance • Ensure compliance with statutory requirements, such as filings with government authorities. • Maintain company records, registers, and statutory books. • Prepare and submit necessary reports and documentation to regulatory bodies. • Monitor changes in laws and regulations related to corporate and statutory compliance. Stakeholder Management • Liaise with external stakeholders, including regulatory authorities, legal advisors, and auditors. • Maintain effective communication and relationships with internal stakeholders. • Respond to queries and requests related to legal and compliance matters.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description