



## 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

January 13th, 2026 12:01

### 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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