



PR/109917 | Sr. Executive {Legal}- Gurgaon

Job Information

Recruiter

JAC Recruitment India

Job ID

1569662

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 07:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position Name: Sr. Executive

Department: Legal

Experience: 5-8 Years

Education: CS

Location: HO Gurgaon

Key Skill Requirements are:

Good knowledge of corporate law, contract law and related law to run company.

Basic knowledge for international transaction and capability of understanding business model.

Reading and drafting Contract, risk analysis from these contracts.

Managing Board of Directors, Annual General meeting.

Organize Risk management committee, Compliance committee and others with cross-departmentally and Coordinate with concerned consultant.

Draft and handle annual return as per compliance.

Report to Top management.

Willing to acquire new things and keep studying and able to coordinate each concerned person and take initiative.

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Company Description