



## PR/110099 | Company Secretary

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1579746

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

March 10th, 2026 08:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Job Summary

This role is responsible for managing end-to-end import and export operations while ensuring full compliance with international trade regulations, customs requirements, and organizational procedures. The position requires close coordination with global partners, logistics service providers, customs authorities, and internal stakeholders. Key responsibilities include shipment documentation, bonded warehouse operations, MOCWR compliance, and support for duty management and export obligations.

The ideal candidate should have strong regulatory and documentation expertise, excellent coordination abilities, and the capability to thrive in a dynamic, fast-paced environment.

#### Position Overview

This role is responsible for ensuring comprehensive statutory, corporate, and internal compliance across all dealership entities. It upholds strong governance practices, supports both internal and external audits, and safeguards the organization

against legal and regulatory risks.

#### Key Skills Required

- Strong expertise in the Companies Act, 2013, Indian Corporate Law, and Corporate Governance
- Understanding of automobile dealership operations
- Excellent drafting, documentation, and coordination skills
- High attention to detail, strong compliance orientation, and adherence to deadlines
- Ability to manage multiple entities and parallel audit timelines

#### Essential Responsibilities

##### Statutory & Corporate Compliance

- Ensure full compliance with the Companies Act, 2013, applicable Rules, and Secretarial Standards (SS-1 and SS-2).
- Manage timely MCA/ROC filings, including AOC-4, MGT-7/7A, DIR-3 KYC, PAS-3, CHG forms, and INC series filings.
- Maintain statutory registers, minute books, share records, and all required corporate documentation.

##### Compliance & Audit Support

- Act as the central coordinator for internal and external compliance audits and governance reviews.
- Ensure dealership-level compliance with governance obligations, agreement clauses, documentation protocols, and reporting requirements.
- Provide timely data, evidence, and clarifications to audit and compliance teams.

##### Board & Governance Management

- Organize Board Meetings, Committee Meetings, AGMs/EGMs, and governance review sessions.
- Draft agendas, board notes, resolutions, and minutes in alignment with ICSI standards.
- Ensure Board-related compliance such as disclosures, independence, director appointments, and statutory approvals.
- Track Board decisions and ensure timely implementation of action items.

##### Legal & Contract Management

- Draft, vet, and review major contracts including dealership agreements, vendor/facility contracts, lease deeds, NDAs, and statutory/service agreements.
- Collaborate with internal management and legal advisors for approvals and clarifications.
- Manage legal notices, litigation matters, and coordination with external counsel.

##### Management & Business Support

- Advise management and department heads on compliance and governance matters.
- Support incorporation of new entities, group restructuring, governance enhancements, and expansion activities.
- Review agreements, investment proposals, and equity/compliance documentation for group entities.

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