



PR/110219 | CS & Accounting Support

Job Information

Recruiter

JAC Recruitment India

Job ID

1585860

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

Job Title - CS & Accounting Support

Job Location: Gurugram

Educational Requirements: Qualified Company Secretary

Roles & Responsibilities:

- Company Secretarial & Statutory Compliance
- Statutory Registers Maintenance
- Board & Corporate Governance support
- Audit & compliance coordination

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Company Description