



## 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 16th, 2026 13:01

### 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