



PR/110438 | CS

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599532

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:25

## General Requirements

**Minimum Experience Level**

Over 1 year

**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

Location - Neemrana, Rajasthan

Designation - Company Secretary

Job Description -

- To ensure the Compliance of Companies Act, 2013.
- To Hold the Board Meetings and to Prepare the Notices, Agenda, Board Resolutions and Minutes for the Board Meeting.
- To Hold the Annual general Meeting and to prepare the supporting documents.
- To maintain the register as per companies, act, 2013To compliance related to RBI.
- To Manage the Accounts Payable and Accounts Receivables.

- To Compliance related MSME .

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