



PR/110534 | Company Secretary

Job Information

Recruiter

JAC Recruitment India

Job ID

1602475

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Secretary responsible for all Compliances of company, Directors Meeting, Shareholder Meeting. Directors compliance, appointments, resignation, coordination and interaction with our Japan side in Japanese, mails in Japanese, reporting about compliances in Japanese or English as necessary, Agreements in English etc.

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Company Description