



PR/110603 | Company Secretary

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1604953

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

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

PRINCIPAL AREAS OF ACCOUNTABILITY:

- Ensuring the effectiveness of an organization's internal control systems to mitigate risks, ensure compliance, and promote operational efficiency.
- Organizing and minuting board meetings, committee meetings, and annual general meetings (AGMs), including preparing agendas and board packs.
- Ensuring compliance with company law, securities laws, and other statutory regulations.
- Risk Assessment and Mitigation.
- Filing annual returns, financial statements, and other mandatory documents with regulatory authorities like the Registrar of Companies (ROC).
- Maintaining statutory registers, minutes, and company records.

- Monitoring and Evaluation of Controls.
- Compliance and Regulatory Adherence.
- Coordination and Training.
- Reporting and Documentation.
- Internal Audit Coordination.
- Fraud Prevention and Detection.
- J-Sox and EMS.
- Lead/co-ordinate meetings of internal control committee and compliance committee.

KEY COMPETENCIES NEEDED:

- Robust knowledge of corporate law and governance.
- Strong communication skills to liaise between the board, management, and stakeholders.
- Legal & Regulatory Knowledge.
- Attention to Detail & Accuracy.
- Ethical Conduct & Integrity.
- Corporate Governance Expertise.

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Company Description