



PR/110686 | Manager - CS & Legal

Job Information

Recruiter

JAC Recruitment India

Job ID

1609442

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 15:00

General Requirements

Minimum Experience Level

Over 6 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 Title: Manager - CS & Legal

Location: Gurgaon

Key Responsibilities:

1. Deliver efficient and effective corporate governance, secretarial support, and legal advisory services to the organization.
2. Advise and keep management informed of their legal responsibilities and obligations.
3. Ensure compliance with the provisions of the Companies Act, FEMA, and other applicable allied laws.
4. Maintain statutory registers and other records in accordance with relevant legal requirements.
5. Handle regular and annual filings with the Registrar of Companies and other regulatory authorities.
6. Convene Board, Committee, and General Meetings, including preparation and follow up actions.
7. Draft and maintain accurate minutes of Board, Committee, and General Meetings.
8. Draft, review, and vet various legal documents and agreements on behalf of the company.
9. Stay updated on changes in regulatory and statutory policies that may affect the organization.
10. Manage compliance matters, including responses to Show Cause Notices (SCNs) issued by departments, and provide

legal advice as required by management. 11. Coordinate with HR, Finance, Accounting, Logistics, and other departments to conduct compliance reviews and mitigate risks of penalties or unnecessary expenditures.

12. Undertake additional tasks and responsibilities as assigned by senior management.

13. Handle all ongoing legal matters concerning the company.

14. To take a leadership and work on a proactive manner for any challenges and ongoing issues.

Profile Expectation:

- Minimum Experience required 8~10 yrs in handling Company Law compliance, secretarial audits etc. Organizing general & board meetings & handling legal matters.
- Excellent organizational skills with the ability to deliver to set deadlines.
- Excellent communication -negotiation skills with the langue Proficiency Hindi-English.
- Strong interpersonal, report writing and statistical analysis skills.
- Proven ability in multitasking and prioritizing workload.
- Having a working experience in legal matter, labour law related issues, forensic matters with employees or vendors

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description