



## PR/110779 | Corporate Planning Executive (CS)

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1614190

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

September 22nd, 2026 10:32

### 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

- Able to do all filing of forms/returns with ROC, MCA & RBI (FCGPR, ECB, FLA) independently.
- Taking care of all secretarial activities including updating statutory registers, increase capital, change AOA/MOA, etc.
- Preparing action plan for a task & execute it.
- Make summary of recent amendments weekly/monthly basis.
- Support Internal control, Risk assessment & control activities, overall Governance.
- Supporting activities (POSH, Labour laws, CSR etc.).
- Must have exposure of drafting Agreements/Letters/Petitions/MOU's etc.
- Maintain all company documents, historical records.

- Maintain all licenses, agreements trackers, send reminders for renewals & support digitalization.
- Willing to support every type of legal work including secretarial, company expansion, govt approvals, customs, HR & labour etc.
- Coordinating with other teams/govt offices independently to complete tasks within given timeline.
- Drafting of company's internal policies, manuals, work flows.
- Support in due diligence.

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## Company Description