

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
November 17th, 2026 15:00

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

- 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