



## PR/109366 | Company Secretary

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントインド

#### 求人ID

1542457

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

インド

#### 給与

経験考慮の上、応相談

#### 更新日

2025年06月24日 07:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

**Position: Company Secretary**

**Location: Gurgaon**

#### Primary Purpose:

- Minimum 5 years of post-qualification experience
- Excellent communication skills (written & spoken).
- Strong knowledge of Company Secretary & legal, contracts, and legal principles.
- Excellent analytical, research and problem-solving skills.

Adaptable & willingness to learn & seek guidance to resolve business related legal queries.

Educational Qualification: CS (CS membership from ICSI mandatory)

Position Description:

1. Acts as a Company Secretary & legal business partner for PI entities in India.
2. Handles internal and external legal issues, offering recommended solutions and best practices.
3. Conducts research and assesses local legislation and various risk factors related to business decisions and operations.
4. Operates independently with minimum supervision.
5. Work closely with business team to develop business including area development, cotton farming process innovation.

Key Responsibilities:

General Legal:

1. Ensure comprehensive due diligence for new projects.
  1. Lead negotiation, finalize contracts and maintain ongoing communication with commercial and legal counterparts.
  2. Offers legal services to relevant business functions and support functions.
  3. Carry out day-to-day legal work with integrity and accountability.

Regulatory and Litigation:

1. Ensure compliance with applicable laws, regulations and maintain updated knowledge of relevant laws and regulations.
2. Maintain and update the local compliance management system.
3. Conduct on-site legal checks and audits as per Companies checklist.
4. Instruct and oversee external law firms and counsel for advisory and ongoing litigation.

Corporate Governance:

1. Handle corporate governance matters such as organizing Board meetings and General Meetings, maintaining agendas and minutes, finalizing meeting-related documents with support from external consultants and managing pre- and post-meeting formalities for PI entities in India.
2. Maintenance of statutory records for PI entities in India.
3. Support in filing various statutory forms with authorities.

---

会社説明