



PR/109389 | Company Secretary & Legal

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

1543471

業種

その他（メーカー）

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17日 12:02

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 & Legal

Location: Gurgaon

Job 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 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