



## PR/109885 | 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

1569019

#### 業種

ITコンサルティング

#### 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

2026年01月27日 04:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 日本語レベル

無し

#### 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

**Role Overview:** The Company Secretary – Legal and Compliance is a key governance professional responsible for ensuring the organization complies with statutory and regulatory requirements, as well as internal policies and procedures. This role acts as a bridge between the board of directors, management, and regulatory authorities, providing guidance on corporate governance best practices and legal obligations. This is ideal for someone who is organized, responsive, and enjoys managing processes in a fast-paced environment.

**Key Responsibilities:** Corporate Governance ● Organize and manage board meetings, including preparing agendas, minutes, and resolutions. ● Ensure compliance with applicable laws, regulations, and corporate governance codes. ● Advise the board and senior management on corporate governance matters. ● Monitor changes in corporate governance regulations and recommend necessary actions. Compliance Management ● Develop, implement, and monitor compliance policies, procedures, and frameworks. ● Conduct regular compliance audits and risk assessments to identify areas of non compliance. ● Provide training and guidance to employees on compliance-related matters. ● Collaborate with internal teams to address compliance issues and implement corrective measures.

- Legal Advisory  
Offer legal advice and support to the organization on a wide range of legal matters.
- Review and draft contracts, agreements, and other legal documents. • Stay up to date with changes in laws and regulations affecting the company's operations. • Manage external legal counsel and coordinate legal proceedings, if required. Statutory Compliance • Ensure compliance with statutory requirements, such as filings with government authorities. • Maintain company records, registers, and statutory books. • Prepare and submit necessary reports and documentation to regulatory bodies. • Monitor changes in laws and regulations related to corporate and statutory compliance. Stakeholder Management • Liaise with external stakeholders, including regulatory authorities, legal advisors, and auditors. • Maintain effective communication and relationships with internal stakeholders. • Respond to queries and requests related to legal and compliance matters.

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会社説明