



PR/110603 | 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

1604953

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

2026年08月25日 13:00

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

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

PRINCIPAL AREAS OF ACCOUNTABILITY:

- Ensuring the effectiveness of an organization's internal control systems to mitigate risks, ensure compliance, and promote operational efficiency.
- Organizing and minuting board meetings, committee meetings, and annual general meetings (AGMs), including preparing agendas and board packs.
- Ensuring compliance with company law, securities laws, and other statutory regulations.
- Risk Assessment and Mitigation.
- Filing annual returns, financial statements, and other mandatory documents with regulatory authorities like the Registrar of Companies (ROC).
- Maintaining statutory registers, minutes, and company records.

- Monitoring and Evaluation of Controls.
- Compliance and Regulatory Adherence.
- Coordination and Training.
- Reporting and Documentation.
- Internal Audit Coordination.
- Fraud Prevention and Detection.
- J-Sox and EMS.
- Lead/co-ordinate meetings of internal control committee and compliance committee.

KEY COMPETENCIES NEEDED:

- Robust knowledge of corporate law and governance.
- Strong communication skills to liaise between the board, management, and stakeholders.
- Legal & Regulatory Knowledge.
- Attention to Detail & Accuracy.
- Ethical Conduct & Integrity.
- Corporate Governance Expertise.

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会社説明