

PR/110779 | Corporate Planning Executive (CS)

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
1614190

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11月03日 05:00

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

- 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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会社説明