



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09月22日 10:32

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