



PR/108590 | Senior Executive Legal and Compliance

Job Information

Recruiter

JAC Recruitment India

Job ID

1509249

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:35

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Primary Roles and Responsibilities:

- Checking and analyzing the legal documents like NDA, Supplier agreements, customer agreements.
- Maintaining the log of all the legal documents.
- Periodically review of all the legal documents before the expiry.
- Supporting in Secretarial Compliances like Directors registrations, MOM related to BOD/AGM.
- Liasioning with HQ regarding documentations/legal requirements
- Liasioning with HQ for approvals.
- Support in reviewing the agreements with Vendors

- Reviewing of SOPs/Authorisation table from finance point of view.

Requirements

- Sound knowledge of MS Office
- Positive attitude, Good team spirit, communication skills and work sharing.
- Flexible/Comfortable to work with Team located in different Time Zones.
- Should have attitude to give quality oriented work and respect companies rules and guidelines

Company Description