



## PR/108590 | Senior Executive Legal and Compliance

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1513667

**Industry**

Electric Power, Gas, Water

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

February 4th, 2025 02:00

### 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

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### Company Description