



PR/108874 | Executive- Company Secretary

Job Information

Recruiter

JAC Recruitment India

Job ID

1513796

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 00:00

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

Join Our Dynamic Team!

Are you a meticulous and proactive professional with a passion for corporate governance and compliance? We are seeking a talented **Executive Company Secretary (CS)** to join a strong team. If you have a strong understanding of company law and possess excellent organizational skills, we want to hear from you!

Position: Executive Company Secretary

Location: Bidadi (Karnataka)

Key Responsibilities:

- **Board & General Meetings:** Independently handle Board meetings and General meetings, including all necessary documentation.
- **Regulatory Filings:** Manage the filing of forms and returns with ROC, RBI, and MCA independently.
- **Statutory Registers:** Update and maintain statutory registers.
- **Action Plans:** Prepare and execute action plans for various tasks.
- **Amendment Summaries:** Create summaries of recent amendments on a weekly/monthly basis.
- **HR Support:** Assist in HR activities including POSH (Prevention of Sexual Harassment), labor laws, CSR (Corporate

Social Responsibility), etc.

- **Drafting:** Draft agreements, letters, petitions, MOUs (Memoranda of Understanding), etc.
- **Administrative Support:** Provide support for various administrative activities.
- **Legal Support:** Support all types of legal work as needed.
- **Timeliness:** Adhere strictly to given timelines for all tasks.
- **Coordination:** Coordinate independently with other teams and government offices to complete tasks within the specified timeline.

Desired Candidate Profile:

- **Education:** Bachelor's degree in law (LLB) or Company Secretary qualification from ICSI.
- **Experience:** Minimum of 1 years of experience in a similar role.
- **Skills:**
 - Strong knowledge of regulatory requirements and compliance procedures.
 - Excellent drafting skills for various legal documents.
 - Proficiency in managing board and general meetings.
 - Ability to handle HR-related legal activities.
 - Strong organizational and multitasking skills.
 - Excellent communication and coordination skills.
 - Proficient in updating and maintaining statutory registers.
 - Ability to work independently and as part of a team.
 - Willingness to support diverse legal work and administrative tasks.
 - Strong time management skills to adhere to strict timelines.

Company Description