



## 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**

December 24th, 2024 13:14

### 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.

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Company Description