



PR/108874 | Executive- Company Secretary

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

1513796

業種

その他（商社）

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

2025年01月21日 23:00

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

ビジネス会話レベル

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

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.

会社説明