




JOB DESCRIPTION	
Position Title	Company Secretary
Reports To	Board of Directors
Department	Secretarial
Qualification	Company Secretaries (ACS) with a membership of the Institute of Company Secretaries of India
Work Experience	3 years of post-qualification in any corporate company
Primary Duties	<p>Serving as the primary point of contact for the board of directors, shareholders and regulatory authorities on corporate governance matters</p> <p>Coordinating and facilitating board meetings, including preparing agendas, board packs and minutes</p> <p>Ensuring compliance with statutory and regulatory requirements, including filing annual returns, disclosures, and resolutions</p> <p>Drafting and filing statutory documents, such as annual returns, board resolutions and</p> <p>Ensure compliance with all applicable SEBI regulations.</p> <p>Provide legal and secretarial support for all corporate actions, including mergers, acquisitions, demergers, and other restructuring activities.</p> <p>Assist in developing and implementing corporate governance policies and procedures</p> <p>Monitor and evaluate the company's compliance with corporate governance best practices.</p> <p>Advise on matters related to corporate social responsibility (CSR)</p>
Secondary Duties	<p>Provide legal and compliance support on various legal and regulatory matters.</p> <p>Identify and assess legal and compliance risks.</p> <p>Develop and implement mitigation strategies for identified risks.</p> <p>Monitor and analyze changes in relevant legislation and regulations.</p> <p>Conduct legal research and prepare legal opinions on various corporate matters.</p> <p>Liaise with external legal counsel as required.</p>
Skills Required	<p>In-depth knowledge of Indian company law, SEBI regulations, and other relevant legislation.</p> <p>Strong analytical and problem-solving skills.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to work independently and as part of a team.</p> <p>Strong organizational and time-management skills.</p>
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