

**Address**

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Dear Sir/Madam

Amicorp Group is looking to hire Company Secretary for our Legal & Corporate Services vertical

About Amicorp

Amicorp Group (Amicorp) specializes in business and knowledge process outsourcing and entity management services. Working with trusted business partners, we provide private wealth and estate planning, real estate property management, and corporate, asset and project finance structuring. Through more than 40 offices in over 25 countries we deliver responsive administrative, fiduciary and corporate structuring services to broad range of clients.

We are currently seeking to recruit high caliber, self-motivated, action and results oriented individuals for the position Senior Officer/Officer – Legal & Corporate Services.

Please find the JD Attached for further details.

Interested candidates can send their resumes to jobs@amicorp.com.

For any queries please contact the recruitment team 080 4005 4900.

Visit www.amicorp.com for more details.

<i>Job Title</i>	Senior Officer/Officer – Legal & Corporate Services
<i>Location</i>	Bangalore
<i>Specific Responsibilities</i>	<ul style="list-style-type: none"> • Performs all activities (legal, business and Amicorp’s internal procedures) for setting up, management, maintenance and termination of various entity types (company, partnership, trust, foundations, etc.) in various jurisdictions as per requirement of the client (“Client Entities”). • Responsible for active participation in incorporation and termination of Client entities. • Responsible for management and maintenance of the entities, including but not limited to ensuring that the entity is in good standing, drafting, review, follow up on execution of all corporate and legal documents related to management of companies (eg. resolutions, minutes of meetings, service agreements, certificates, power of attorney, business agreements, and any other legal documents) • Responsible for the timely preparation of annual financial statements, profit and loss statements and tax returns (wherever applicable) in coordination with the Accounting Officer. • Responsible for transaction monitoring with respect to the bank accounts held by the Client Entities. • Responsible for providing solutions (legal or business) as per the requirement of the client. • Responsible for fully understanding the Client Entities activities and ensuring that any action taken or any transaction or documentation executed is consistent with the legal and economic framework of the Client Entities and applicable laws of the respective jurisdiction. • Responsible for fee quotation for the services requested by client and co-ordination with any third party service provider in connection with any services required by the client in connection with setting up, management, maintenance and termination of Client Entities.
<i>Qualifications and Required Skills</i>	<ul style="list-style-type: none"> • LLB/LLM/Company Secretary • Knowledge, Skills, abilities in Legal Interpretation. • Good Drafting Skills • Excellent knowledge of Company law and Law of Contract (Desired) • Excellent oral and written communication skills in English. • Analytical Skills • Team Work and Pro-active • Good knowledge of MS Office software (Word and Excel)

