

Job Title	Company Secretary	Location	Bangalore
Department	Administration	Grade	M3A
Reporting to	Managing Director		
Position Purpose	To ensure that the company complies with standard financial and legal practices and maintains standards of corporate governance		
Dimensions	<ul style="list-style-type: none"> • Manage board meetings • Regular interaction with board members and senior leadership on policy matters • Regular liaison and follow up with external agencies and governmental bodies such as ROC 		
Principal Accountabilities	<ul style="list-style-type: none"> • Organizes, prepares agendas for, and takes minutes of board meetings and annual general meetings (AGMs). Conducting board meetings through Video Conferencing. • Maintains statutory books, including registers of members, directors and secretaries • Manages correspondence, collates information and writes reports, ensuring decisions made are communicated to the relevant company stakeholders • Contributes to meeting discussions as and when required and advises the members of the legal, governance, accounting and tax implications of proposed policies • Experience in FEMA and FDI • Monitors changes in relevant legislation and the regulatory environment and takes appropriate action • Liaises with external regulators and advisers, such as lawyers and auditors • Manages matters related to insurance and property • Develops and oversees the systems that ensure the company complies with all applicable codes, as well as its legal and statutory requirements 		
Nature & Scope	<ul style="list-style-type: none"> • Act as a point of communication between the board of directors and company shareholders • Timely and accurate reporting on company procedures and developments • Timely preparation of Annual Reports and Compliance Reports 		
Person Profile	Educational Qualification	<ul style="list-style-type: none"> • Qualified Company Secretary with membership of ICSI 	
	Experience	<ul style="list-style-type: none"> • 8-10 years experience as company secretary in a medium sized MNC company 	
	Specific Skills	<ul style="list-style-type: none"> • Working knowledge of Companies Law, requirements under SEBI and ROC • Highly ethical and able to work in cross functional team • Good interpersonal skills • Good communicator of both written and verbal information • Excellent understanding of corporate laws and regulations • 	