Positions:

1. We are looking for a **qualified company secretary** who have obtained membership and preferably with about **2 years experience with a practicing company secretary/law-firm** for our Private Equity Practice Group. The position is based in Bangalore.

2. We are looking for **2 interns who have completed their professional program**. It has a very steep learning curve and the person should be open for long working hours.

**About us:** NovoJuris Legal is a legal consulting firm with practice areas in Corporate Advisory, Fund Formation, Private Equity, Cross border Transactions, M & A, Business Structuring, Intellectual Property, Employment, Startup Legal, Accelerators, Mediation and settlements.

**Private Equity Practice Group:** An Associate position primarily responsible for supporting private equity deals, many regulatory matters, structuring and drafting, negotiating investment agreements. You will work with the Senior Associates serving as a strong support in closing of investment process where time is a luxury.

**Principal duties** include providing ongoing legal counseling in Companies Act, FEMA, DIPP, due-diligence and a wide range of other associated legal areas.

**Skills:** Very highly knowledgeable about Companies Act and FEMA.

**Key Competencies:**

1. **Reliability, dependability:** Works hard and does what it takes to get results and meets deadlines. Takes accountability and works well in a cross functional team.

2. **Writing, speaking and listening effectively:** Writes, speaks and presents information effectively, clearly and with brevity. Communicates to improve understanding, decision-making and performance. Understands the value of listening to others. Thinks before speaking. Probes to understand and confirms understanding of what is heard. Encourages others to speak. Has very good skills to co-ordinate with multiple stakeholders.

3. **Composure:** Handles unexpected events calmly. Successfully copes with unintended consequences. Helps co-workers thrive in stressful situations. Identifies and manages stress due to lack of control. Acts with the highest level of professionalism and maturity.

4. **Dealing with ambiguity:** Able to function well in loosely structured situations. Works effectively in situations involving uncertainty or lack of information. Effectively handles multiple projects or tasks at the same time. Is open to and responds flexibly to change.

5. **Open communication:** Willing to ask and honestly answer the tough questions. Treats others’ opinions with respect. Fosters open communication and candid discussions. Shares information that helps others do their job well. Keeps others in the loop.

6. **Client perspective:** Able to assess broader and deeper impact of decisions. Focuses on what is right for the client – not just what is best for the group, project or self. Does not act in ways that sub-optimize for the overall business of the client.

Please send your resume to career@novojuris.com with subject line – ‘Company Secretary’