May 5, 2016

To

The Chairman
ISCI, Bangalore Chapter
Bangalore

Sub: Requirement of Company Secretary

Dear Sir,

Valspar was established in 1806, and now with more than 10000 employees in over 80 locations around the world, The Valspar Corporation is a public company based in the United States. Valspar (Singapore) Corporation Pte Ltd. acquired DIC Coatings India Limited effective from 1st June 2010. DIC Coatings India Limited has since been renamed as Valspar (India) Corporation Private Limited and is a wholly owned subsidiary of Valspar Corporation U.S. In India we have manufacturing plant located in Bommsandra and sales office in Delhi, Mumbai and Gujrat.

We are having a vacancy for the post of Company Secretary and we request you to place this letter on the chapter notice board and website.

The job description is as below

Designation: Company Secretary

Position Open: 1

POSITION SUMMARY: Performs role related to company secretary on regular basis as per the legal requirements and handle additional intermediate professional accounting duties. Responsibilities may include handling advanced transactions, serving as a liaison to other professionals, and assist with developing a variety of reports.

ESSENTIAL JOB FUNCTIONS:

Preparation of Notice and Agenda for Board and General Meetings and preparation of meeting minutes.

Vetting of commercial agreement including Supplier’s Agreement and Customer Agreement.

Maintaining various statutory registers as required under the companies Act.
Preparation and filing of necessary Forms & Returns with ROC and other statutory authorities for continuous compliance.

Active involvement in the month closure process, Balance sheet reconciliation, Bank reconciliation etc.

Active involvement in preparation of annual accounts as per I-GAAP and liasoning with the auditors

**EDUCATIONAL REQUIREMENTS:**
Qualified Company Secretary

**EXPERIENCE REQUIREMENTS:**
4 + years of experience Post - Qualification.

**SKILL REQUIREMENTS:**
- Applying fundamental accounting principles and practices;
- Understanding of advanced principles within an area of accounting and secretarial compliance
- Ensuring compliance with department policies and procedures and applicable laws, rules, and regulations;
- Researching and resolving financial discrepancies;
- PC skills; MS Office applications and any ERP

The statements herein are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Interested candidate can send the resume to the below mention email-id

rathan.rai@valspareurope.com (HR Manager-India)

Kedarmadhav.tonapi@valspar.com (Finance Controller)

Regards

Rathan Rai
HR Manager-India