

Role: Company Secretary - Deputy Manager

About Company: We are a globally recognised Indian manufacturer of specialty chemicals. Based on our attributes of agility, responsibility, and resilience, we have evolved from being an Indian small-scale venture to a global entity with state-of-the-art manufacturing facilities in India. We have established global leadership in benzene-based chemistry and expanded our range to include other derivative chains. Today, we are one of the most preferred suppliers to many of the world's most prestigious chemical companies. We combine process chemistry competence (recipe focus) with a scale-up engineering competence (asset utilization) for creating a sustainable future.

Over the last decade, AIL has transformed from an Indian company servicing global markets to a global entity with state-of-the-art manufacturing facilities in India. We manufacture chemicals used in the downstream manufacturing of pharmaceuticals, agrochemicals, polymers, additives, surfactants, pigments and dyes.

Our culture, operations, and strategy are immensely influenced by a profound sense of morality, deep rooted ethical values, and the vision of our founders and leaders that are reflected in our business decisions.

To know more about us please visit <https://www.aarti-industries.com/>

Job Location: Mulund, Mumbai

Roles & Responsibilities:

- Ensure all Forms/ Returns are filed with the RoC within stipulated time
- Ensure necessary submissions/ applications/ filings are done with Stock Exchanges/ SEBI/ RBI etc
- Be responsible for overall updation of secretarial records i.e. Registers, Filings
- Oversee the activities of the Management Trainees and provide suitable guidance to them
- Organize Knowledge Sharing sessions for the entire team
- Participate in activities viz. Preparation of Annual Reports, Demerger application etc
- Assist in proper conduct of the Secretarial Audit
- Prepare Checklists/ SOPs for key activities/ projects
- Ensure that the Directors KYC/ registration in ID database is complete and updated
- Maintain a tracker of key areas of Companies Act 2013 i.e. borrowings, loans, charges, directorships etc