

JOB DESCRIPTION

Position	:	Company Secretary
Department	:	Secretarial & Legal
Reports to	:	Managing Director
CTC	:	Minimum Rs 25 Lakhs PA (Negotiable for the right candidate)
Location(s)	:	Chennai
Qualifications	:	ACS/FCS Membership of Institute of Company Secretaries of India with Bachelor of Law.
Experience	:	12+ years

KEY RESPONSIBILITIES: -

SECRETARIAL

The Company Secretary is responsible for looking after the overall activities related to Compliances of Company and Forex Law and various rules and regulation thereunder. He/ She would be responsible to:

- Conduct Board Meetings, General Meetings, Audit Committee Meeting, etc.,
- Prepare various draft agenda notes for the Board / Committees of Directors, Directors Report considering company law aspect,
- Prepare and issue Notice of Board Meeting, Committee Meeting & Annual General Meeting as per the Companies Act,
- Draft various resolutions accordance with the provisions of the Companies Act, and rules thereunder,
- Draft Minutes of Board, Committee, Annual General Meetings, etc.,
- File various statutory forms & returns with Ministry of Corporate Affairs,
- Maintain and record Statutory Registers as required under the Companies Act & Rules thereunder,
- Collect disclosures, consents etc. required under the Company Law from Directors and submit before Board,
- Coordinate with other functions like Finance for smooth operations of the Company,
- Compliance with Secretarial Standards issued by the Institute of Company Secretaries of India,
- Other day to day secretarial work of the company.

LEGAL & LITIGATION MATTER

The Company Secretary would also provide legal support and represent the Company in certain Civil litigation and perform corporate duties. He would be well versed with Contracts Act, Negotiable Instruments Act, Limitation Act, and Labour Law etc. and responsible for Legal & Litigation matter of the company such as:

- Drafting and vetting various kinds of legal documents like, Sale Deed, Lease Deed, Leave and License Agreement, Franchisee Agreement, Service Agreement, Memorandum of Understanding (MOU), Vendor Agreement, Settlement Deed and their Addendum and monitor legal obligations.
- Interpretation of Law, ruling & regulations as well as agreements and ensured their enforceability to safeguard the interest of the Company.
- Issue and respond to Legal Notices.
- Coordinate with Advocates/Counsel on behalf of the Company in respect of Court Case.
- Advise and represent the Company in different Courts and quasi-judicial body on the behalf of the Company relating breach of businesses contract, employees HR Issues, Labour Issue, Recovery Issue, etc.
- Well versed with Arbitration proceeding and also represent the Company at Arbitration.
- Provide legal advice to the Company and make recommendations to Management.
- Research and prepare legal opinions/suggestion on various civil matters including claims for compensation against the Company.
- To review important legal matters of the Company on regular basis.
- Liaising with various statutory bodies like Registrar of Companies, other Government departments, etc.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent interpersonal communication at all levels (verbal and written).
- Problem solving and analytical skills.
- Ability to multi-task and meet deadlines.
- Ability to cope with high levels of responsibility and with confidential matters.
- Ability to work well within the team.
- A high level of professionalism which is required on the job at all times.
- Computer Literacy.