

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Ashlar Law is looking for One Fresher Company Secretary in Kolkata.

Job Description:

- a) Drafting notice, agenda, etc. of meetings and filling with MCA
- b) Maintenance of records
- c) Coordination with partners, finance team and clients

Salary Details:

Negotiable

Eligibility:

Fresher

Job Location:

Kolkata

Apply at :

Interested candidates are required to send their resumes at:

Process Over