

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Hubtown Limited is looking for Two Company Secretaries in Mumbai having 8-10 years of experience.

Job Description:

- a) Handling Due Diligence of Joint Venture and Group Companies
- b) Review of major agreements
- c) Vetting of Structures created from time to time for raising finance
- d) Co-ordination with various regulatory authorities like Registrar of Companies, Ministry of Corporate Affairs, Reserve Bank of India Company Law Board and Department of Company affairs
- e) Handling Compliances of The Companies Act, 2013
- f) SEBI Regulation, SEBI Guidelines
- g) Implementation Of Corporate Governance Code
- h) Code of Business Conduct and Ethics, securities related function and Postal ballot for Shareholders and guiding the team for complying with requirements.

Salary Details:

As per the HR Policy.

Eligibility:

Having 8-10 years of experience in a listed company.

Job Location:

Mumbai

Apply at :

Interested candidates are required to send their resumes at:
madhavi.degaonkar@hubtown.co.in