

**DIRECTORATE OF TRAINING &
PLACEMENT ICSI, NEW- DELHI**
Recruitment of Company Secretary (CS)

Information about the Vacancy:

TMF Group is looking for 1 Corporate Secretarial Manager or Senior Manager (Company Secretary) in Mumbai having minimum 7 years experience.

Key Responsibilities:

- Manages and oversee a portfolio of unlisted/listed client companies by providing all types of corporate, business, management and administration services;
- Ensures compliance with the Companies Ordinance, Listing Rules and other regulatory and statutory requirements.
- Gives advice to client companies in maintaining good corporate governance practices.
- Develops different expertise in particular areas such as SEZ, STPI, FEMA, registrations, visa support, FRRO licensing entities, offshore jurisdictions and fund structure.
- Monitors, plans and follows up on the status of billing, cash flow and debt recovery;
- Handles critical projects like liquidations, merger, slump sale etc;
- Manages and leads a team of professional staff and provides training to them;
- Manages the productivity and utilization of the staff in the team;
- Works with HR on recruitment activities, performance review and employee relations matters.
- Attends conferences and seminars for networking and development purposes;
- Performs other duties as assigned.

Key Requirements:

- Degree holder and member of ICSI
- Minimum 8 years' relevant experience gained from professional firms and 3 years in managerial role;
- Prior experience in client servicing environment is an advantage;
- Expert in local country company regulations and familiar with regulations of other overseas jurisdictions would be an additional advantage;
- Mature, self-motivated with excellent interpersonal and outstanding presentation skills;
- Service-driven, able to communicate with clients at all levels;

- Detail-oriented and well-organized, skilled in planning and management reporting;
- Demonstrated analytical and problem-solving skills;
- Excellent command of both spoken and written English is preferred

Job Purpose:

Provide professional services on corporate secretarial matters for a portfolio of local and international clients, including incorporating and managing corporate structures. This role will also manage a team or teams (bigger teams for Senior Managers), work with the Head of Department to streamline processes, increase revenue & productivity and enhance morale.

Eligibility :

Minimum around 7 years post qualification (Preferably from consulting background)

Salary Details:

As per industry standards.

Job location:

Mumbai

Registration:

Interested candidates may mail their resume to

Process Over