

Job Description: Company Secretary**CORPORATE TITLE: Assistant Vice President****DEPARTMENT: Corporate Solutions****LOCATION: Pune/Bangalore/Hyderabad/Gandhinagar (GIFT City)/Kolkata supporting Europe/Middle East/APAC/MRU/India.**

As a member or Lead of the COSEC Operational Team you will be responsible for deliverables and expected to work in collaboration with other members of the Team, delegate/coordinate/get the work done within stipulated deadlines or assist and support in providing administrative, compliance and regulatory services to overseas client Companies, in accordance with applicable policies and procedures, regulatory requirements, service levels and company standards so as to satisfactorily meet client expectations.

The Role:

- Understanding corporate and legal compliances as per jurisdiction in which client companies are located.
- Assistance for compliances and documentation under the applicable anti-money laundering regulations.
- Handling compliance relating to Board Meetings of overseas client companies as per applicable jurisdiction including scheduling of meeting, preparing or review agenda and compiling board packs and circulation of the same to directors.
- Handling compliances relating to annual meetings of overseas client companies.
- Attend Board Meetings and make notes for drafting or reviewing board resolutions and minutes within applicable internal timelines and responsible for getting the same approved and signed by directors / Chairman.
- Updating /drafting/ renewing all regulatory documents of the client companies including statutory registers, returns, registrations, licenses, certificates, insurance, etc. and filling up applications, forms and uploading / downloading of documents required for the same.
- Assisting or supervising the team in providing required documents for various purposes including banking and taxation requirements.
- Assisting in audits including internal audits and risk assessments and reviews.
- Maintaining and updating tasks trackers as maintained by clients or internally and responsible for timely closure of all tasks within stipulated deadlines and ensuring data integrity and confidentiality of internal and client information.
- Drafting and vetting of agreements, contracts and documents.
- Preparation of SOPs and training material for understanding and benefit of the team members.
- To provide administrative and regulatory support to Client Services Team as well as COSEC team as and when required.
- To manage the team and to daily monitor the progress and performance of resources within the allotted portfolio.
- To act as administrative and operational manager for the team working locally however supporting different portfolios.
- To act as SPOC for the key Clients and understand their requirements, thereafter collaborate with different functions including Cosec/AML-KYC, Fund Accounting, etc to fulfil the requirements of the Client within strict deadlines. To ensure that client responsibilities are managed effectively and to agreed client, best practice, regulatory and statutory deadlines and provide an excellent customer service to clients and ensure they are always satisfied with the quality of the work being delivered.

The Skills:

- An entrepreneurial mindset, with outstanding organisational, relationship management and leadership skills.
- Excellent drafting skills including drafting of agenda, resolutions, minutes, reports, agreements, etc.
- Ability to learn and grasp new compliance concepts and global compliances applicable to overseas clients.
- Strong work ethic.
- Adapting and flexible approach towards learning new systems and operational procedures.
- Ability to work under pressure and tight timelines, excellent time management and multi-tasking skills.
- Strong interpersonal, verbal and non-verbal communication skills.
- Team Player with excellent collaborative, analytical, problem solving and organisational skills.
- Result oriented, detail oriented, team player with ability to work effectively with minimum supervision, in a fast paced, complex and dynamic environment.
- Efficient MS Office skills (including MS Outlook, MS Word, MS Excel, MS PowerPoint)
- Customer centric and problem solver

Qualifications

- Company Secretary and LLB / LLM will be an added advantage.
- Experience in handling compliances under Anti-Money Laundering Regulations will be an added advantage.

What you will get in return:

- A genuinely unique opportunity to be part of an expanding large global business
- Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly

Work Timing as per relevant jurisdiction:

APAC	Mauritius	India
7:30 a.m. - 04:30 a.m.	10:00 a.m. - 7:00 p.m.	11:00 a.m. - 8:00 p.m.
UK	Europe	Cayman Islands/Bermuda
12:00 noon - 9:00 p.m.	01:00 p.m. - 10:00 p.m.	2:00 p.m. - 11:00 p.m.

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