

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

### **Recruitment of Company Secretary (CS)**

#### **Information about the Vacancy:**

Interport Global Logistics Pvt. Ltd. is looking for Company Secretary in Mumbai having 3-5 years of post qualification Experience.

#### **Job Description:**

- Filling of various documents/returns as required under the provisions of the Companies Law.
- Convening and servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes; conveying decisions etc).
- End to end compliance with respect to local laws and regulations.
- Ensuring smooth flow of secretarial activities.
- Legal matters to be attended as and when required.
- Interaction with statutory Auditors
- Any other compliance activities based on Regulatory requirements.
- Preparation and Finalization of legal Agreements & contracts.
- To ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- To attend the broad meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.

#### **Desired Candidate Profile :**

- Relevant post-qualification experience of 3+ years with corporate sector.
- Strong Academic credentials.
- Analytical skills - should be able to use judgment, analyze facts and draw logical conclusions.
- Should be well versed with the new 'Companies Act 2013'.
- Management and protection of Trade Marks, Intellectual property & Patents would be desirable.
- Should be very comfortable working in an individual contributor role.
- Working knowledge of MS Office.
- English language skills to business standard, with excellent communication skills.

**Requirement:**

One (1) Company Secretary

**Salary Details:**

30,000/-

**Job location:**

Mumbai

**Apply at:**

Process over