

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

TMF Group is looking for Two (02) Corporate Secretarial Manager/Senior Manager one for Noida and other for Mumbai location having minimum 7 years post qualification Experience.

Job Description:

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 :

The candidate must possess minimum 7 years post qualification Experience.

Salary Details:

As per the Industry Standards.

Job location:

Noida & Mumbai

Registration:

The interested candidate can register through the link given below **before 11:00 am of 22nd February, 2018**, beyond which nominations will not be considered;

<https://goo.gl/forms/BbTSM3Rg3wWVyO313>