

JOB DESCRIPTION

Job Title: Company Secretary (CS) with Certificate of Practice (COP)

Role Overview:

We are seeking a qualified Company Secretary (CS) holding a valid Certificate of Practice (COP) to ensure compliance with corporate laws, governance standards, and regulatory requirements. The candidate will be responsible for managing secretarial functions, advising management on legal and corporate governance matters, and ensuring adherence to applicable provisions of the Companies Act and other relevant regulations.

Corporate Compliance & Governance

- Ensure compliance with the provisions of the Companies Act, applicable rules, and other corporate laws.
- Organize and manage Board Meetings, Committee Meetings, and General Meetings.
- Prepare agendas, notices, minutes, resolutions, and statutory records.
- Advise the Board and senior management on corporate governance best practices.

Regulatory Filings

- Prepare and file statutory forms, returns, and disclosures with the relevant authorities.
- Maintain statutory registers, records, and secretarial documentation.
- Ensure timely compliance with annual filing requirements and event-based filings.

Legal & Advisory

- Interpret legal and regulatory requirements impacting the organization.
- Draft, review, and vet corporate documents, agreements, policies, and resolutions.
- Coordinate with external legal counsel, regulators, auditors, and consultants.

Secretarial Audit & Due Diligence

- Conduct compliance reviews and secretarial audits.
- Support due diligence activities for mergers, acquisitions, investments, and restructuring transactions.
- Identify compliance risks and recommend corrective actions.

Stakeholder Management

- Liaise with regulatory authorities, government departments, shareholders, and investors.
- Handle shareholder communications and investor-related matters.

Policy & Risk Management

- Develop and implement compliance frameworks and internal governance policies.
- Monitor regulatory changes and ensure organizational readiness.

Qualifications

- Qualified Company Secretary (Member of the Institute of Company Secretaries of India - ICSI).
- Valid Certificate of Practice (COP).
- Additional qualifications such as LLB, CA Inter, MBA, or related certifications will be an advantage.

Experience

- 7–15 years of experience in corporate secretarial, legal, and compliance functions.
- Experience handling board processes, statutory filings, and corporate governance matters.
- Exposure to listed companies, group companies, or consulting practice is preferred.

Required Skills

- Strong knowledge of corporate laws, governance, and regulatory compliance.
- Excellent drafting, documentation, and communication skills.
- Proficiency in statutory filing systems and compliance management.
- Strong analytical, organizational, and problem-solving abilities.
- Ability to interact effectively with senior management, directors, regulators, and clients.

Key Competencies

- Integrity and confidentiality.
- Attention to detail.
- Regulatory awareness.
- Leadership and stakeholder management.
- Time management and multitasking.

Contact Information

Interested Candidates Please Contact:

LegalRaasta Technologies Pvt. Ltd.

Email: legalraastahr@gmail.com