

Job Description

Position: Company Secretary

Reporting: Reporting to Group Compliance Officer

Experience: 1-3 years (Preferably from Real estate background)

Location: Mumbai

Key Responsibilities:

1. Governance and Compliance:

- Ensure the company complies with all relevant laws and regulations, including company law, corporate governance standards, RERA, FEMA and other statutory obligations.
- Maintain statutory records, such as the register of directors and shareholders.
- Prepare and file statutory returns with regulatory bodies.
- Advise the board on governance issues and regulatory changes that may impact the company.
- Proficient in reading and analyzing financial statements, with strong expertise in MS Excel. Experience with SAP and Yardi is an added advantage.

2. Board Support and Administration:

- Organize and prepare agendas for board meetings, committee meetings, and general meetings.
- Coordinate with the board of directors, ensuring they are provided with the necessary information and documents for decision-making.
- Ensure accurate minute-taking of all board and committee meetings.
- Provide advice on directors' duties, responsibilities, and compliance with the company's articles of association.

3. Shareholder Communication:

- Manage communication with shareholders, ensuring transparency and compliance with shareholder rights.
- Organize and attend the company's annual general meetings (AGMs) and special meetings, ensuring proper documentation.

4. Corporate Strategy Support:

- Provide strategic support and advice to the executive management and board on governance-related matters.
- Assist in corporate restructuring, mergers, acquisitions, and other strategic decisions from a governance perspective.
- Manage issuance of shares and debentures through private placement and preferential allotment

Essential Requirement for fitment

- Knowledge of Companies Act, 2013
- Strong Interpersonal skills and ability to work in a team environment
- Strong Drafting skills
- Strong Communication skills

- Strong process orientation