

Company	Centrum Group
Department	Secretarial
Title	Company Secretary
Experience	Post Qualification - at least 6 years. Exposure in a conglomerate environment preferred.
Educational Qualification	Qualified Company Secretary
Key Responsibility Areas (indicative)	1. Statutory Compliances under the Companies Act 2013, SEBI (LODR) Regulations and Corporate Laws;
	2. Regulatory Filings with Stock Exchanges as applicable to Listed Entity under SEBI (LODR) Regulations;
	3. Preparation of resolutions, notice, agenda, compliances as per secretarial standard and minutes of board and committee(s) meetings;
	4. To assist in preparation of Notice of General Meetings and Postal Ballot;
	5. Handling Board and Committee Meetings of material subsidiaries of the Company;
	6. Co-ordination with Statutory and Regulatory Authorities (ROC, RBI, SEBI, MCA), Depositories, etc.;
	7. Actively involved in the tracking, interpretation, and end to end implementation of circulars and regulations issued by the Exchanges, Depositories & SEBI and communicating the same to relevant teams with actionables;
	8. Ensure all periodic and ad-hoc regulatory filings are submitted correctly and in time;
	9. Updation of Statutory registers and records;
	10. Streamline and improving existing compliance and operational processes;
	11. Any other work related to secretarial matters as may be assigned.
Job location	Kalina, Mumbai (Work From Office)
Requisites	1. Knowledge of Companies Act, SEBI laws, Listing Compliances. 2. Good Communication skills (spoken and written);
Send your resume on	careers@centrum.co.in