

Company Secretary

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Company: chethan nayak and associates

Location: india

Category: other-general

Job Description: We are currently seeking a company secretary trainee with the ability to support company secretarial tasks to join our team in Mangalore or Bangalore, Karnataka. This role offers an exciting opportunity for individuals with strong organizational skills and a willingness to assist in company secretarial functions. **Responsibilities:** Assist in company secretarial tasks such as preparing and maintaining statutory registers, filing annual returns, and ensuring compliance with regulatory requirements. Support the company secretary in day-to-day administrative tasks related to corporate governance and compliance. Coordinate and schedule meetings, prepare agendas, and take minutes during company meetings. Assist in drafting and reviewing corporate documents, resolutions, and agreements. Maintain accurate records and documentation related to corporate governance activities. Collaborate with other departments to ensure compliance with legal and regulatory requirements. Provide general administrative support to the office as needed. **Requirements:** Bachelor's degree in Commerce, Business Administration, or a related field. Strong organizational and multitasking abilities. Excellent communication and interpersonal skills. Proficiency in MS Office suite (Word, Excel, Outlook). Ability to work independently and as part of a team. Prior experience in a corporate environment or knowledge of company secretarial tasks is preferred but not required. **Location:** This position is available in Mangalore and Bangalore, Karnataka. Candidates should specify their preferred location in their application. If you possess the skills and dedication required for this role, we encourage you to apply. Join us and contribute to our commitment to excellence in corporate governance and compliance! **Job Description:** We are currently

seeking experienced Company Secretary (CS) professionals who have completed their CS qualification to join our team in either Mangalore or Bangalore, Karnataka. This role offers an exciting opportunity for individuals with a strong background in corporate governance and compliance to contribute to our organization's success.

Responsibilities:Oversee and manage all company secretarial functions, ensuring compliance with statutory and regulatory requirements.Prepare and maintain statutory registers, file annual returns, and handle other regulatory filings in accordance with applicable laws.Provide expert advice and guidance on corporate governance matters to senior management and board members.Draft and review corporate documents, resolutions, agreements, and other legal documents.Coordinate and conduct board meetings, committee meetings, and general meetings, including preparing agendas and taking minutes.Ensure timely communication of relevant information to shareholders, directors, and regulatory authorities.Stay updated on changes in corporate laws, regulations, and best practices, and implement necessary updates and changes to corporate policies and procedures.Liaise with external legal counsel, auditors, regulators, and other stakeholders on company secretarial matters.Mentor and supervise junior staff members, providing training and guidance as needed.Assist in other administrative and legal tasks as required by the organization.

Requirements:Qualified Company Secretary (CS) with membership in the Institute of Company Secretaries of India (ICSI).In-depth knowledge of corporate governance principles, company law, and regulatory compliance requirements.Strong communication, interpersonal, and leadership skills.Excellent drafting and analytical abilities, with a keen eye for detail.Proficiency in MS Office suite (Word, Excel, Outlook) and company secretarial software.Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.Strong ethical standards and commitment to upholding the highest levels of integrity and professionalism.Availability to work extended hours and travel as required.

Location:This position is available in both Mangalore and Bangalore, Karnataka. Candidates should specify their preferred location in their application. If you are a seasoned Company Secretary professional looking for a challenging and rewarding opportunity, we invite you to apply for this position and become a valued member of our team. Join us in driving excellence in corporate governance and compliance!

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