

Company Secretary Trainee

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Company: Revolut

Location: India

Category: other-general

About Revolut

People deserve more from their money. More visibility, more control, more freedom. And since 2015, Revolut has been on a mission to deliver just that. With an arsenal of awesome products that span spending, saving, travel, transfers, investing, exchanging and more, our super app has helped 35+ million customers get more from their money. And we're not done yet.

As we continue our lightning-fast growth, two things are essential to continuing our success: our people and our culture. We've been officially certified as a Great Place to Work in recognition of our outstanding employee experience! So far, we have 7,500+ people working around the world, from our great offices or remotely, on our mission. And we're looking for more. We want brilliant people that love building great products, love redefining success, and love turning the complexity of a chaotic world into the simplicity of a beautiful solution.

About the role

The Legal team sits at the heart of Revolut as one of our most important areas of business. This focused bunch supports all other Revolut teams, helping us achieve our goals each and every day

They're special, they're strong-willed, and they work across a myriad of different areas. We know this isn't super common for an in-house role, but our team is just that good

The Company Secretary ensures that the organisation complies with relevant legislation and regulation, and keeps board members informed of their legal responsibilities. They're

the company's named representative on legal documents, and it's their responsibility to safeguard that the company and its directors operate within the law.

We're looking for a Company Secretary Trainee who'll be aiding in efficient administration of the company, ensuring compliance and that decisions of the board of directors are implemented.

Up for the challenge? Let's get in touch

What you'll be doing

Providing governance support to Revolut India's boards and committees, including the preparation of agendas, circulation of board and committee packs, and drafting of minutes

Making sure that processes are aligned across the Group

Drafting board and shareholder resolutions to effect corporate transactions, including the issuance and transfer of shares

Ensuring statutory registers are maintained and filings are made with regulators

What you'll need

To have completed the professional-level examination of ICSI

Knowledge of the Indian Company law

Fluency in English with excellent verbal and written communication skills

Nice to have

A legal degree or background

Prior internship experience

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