

Company Secretary Trainee

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Company: TMF Group

Location: India

Category: other-general

We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted on our career website.

About TMF Group

TMF Group is a leading global provider of high-value business services to clients operating and investing globally. We focus on providing specialized and business-critical financial and administrative services that enable our clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

TMF India is a Great Place to Work, ISO & ISAE certified organization.

Key Responsibilities:

Assists the Manager/ Senior Manager in providing company secretarial services to a range of non-listed client companies.

Handles full set of company secretarial documents and activities.

Communicates with clients independently.

Prepares resolutions and correspondence to clients for review by manager, if necessary.

Maintains statutory records for clients' companies.

Updates and maintain records/information.

Follows instructions from the Manager and other superiors.

Experience in multiple client handling is preferable.

Key Requirements:

Degree holder; Student member of ICSI

Good knowledge of corporate secretarial law and be familiar with Companies Ordinance, rules and regulations of regulatory bodies.

Good computer skills with experience/knowledge in Viewpoint system as an advantage.

Attention to detail with a high degree of accuracy.

Good command of both spoken and written English

Independent and able to work under pressure.

What's in it for you ?

Pathways for career development

Work with colleagues and clients around the world on interesting and challenging work.

We provide internal career opportunities, so you can take your career further within TMF.

Continuous development is supported through global learning opportunities from the TMF Business Academy.

Making an impact

You'll be helping us to make the world a simpler place to do business for our clients.

Through our corporate social responsibility program, you'll also be making a difference in the communities where we work.

A supportive environment

Strong feedback culture to help build an engaging workplace.

Our inclusive work environment allows you to work from our offices around the world, as well as from home, helping you find the right work-life balance to perform at your best.

Other Benefits

Marriage Gift policy

Paternity & Adoption leaves

Interest free loan policy

Salary advance policy

Covid support taskforce

Well being initiatives

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