

**Eastern India Regional Office of The Institute of
Company Secretaries of India**

Recruitment of Company Secretary (CS)

Information about the Vacancy – Advertisement in Times of India (Kolkata Edition) & Bartaman newspapers dated 14.07.2019

Job Description – Attached in separate sheet of paper

**Eligibility – i) Member of Institute of Company Secretaries of India
ii) 5-7 years of professional experience post qualification**

Salary Details – Rs. 35,000/- to Rs. 40,000/- per month

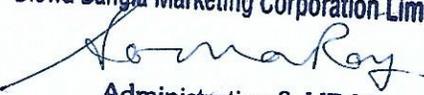
Job Location – Kolkata

Last date to Apply – 31.07.2019

**Apply at - Biswa Bangla Marketing Corporation Limited
Karigari Bhavan, Plot B/7, Action Area III,
Rajarhat, New Town, Kolkata – 700160.**

Or

**Or Email at hr@biswabangla.in and copy marked to cfo@biswabangla.in
The applications should be addressed to Administrative and HR Manager,
Biswa Bangla Marketing Corporation Limited.**

Biswa Bangla Marketing Corporation Limited

Administrative & HR Manager

ICSI

Job Description – Company Secretary (full-time contractual)

Essential qualifications

- Member of Institute of Company Secretaries of India (ICSI)
- 5-7 years of professional experience as a Company Secretary post due qualification

Additional attributes

- Additional qualifications in Finance/ Legal discipline would be preferred.
- Professional experience as a Company Secretary in a listed company would be preferred.

Behavioural competencies

- Strong leadership skills, independent thinking, strong organisational and planning abilities, and excellent analytical and problem-solving skills are essential.
- Excellent communication skills, interpersonal skills and attention to detail is a must.
- Ability to handle multiple activities with a focus on Schedule and Quality.

Responsibilities

Secretarial

- Convenes Board Meeting, Committee Meetings and General Meetings of the Company;
- Prepares the agenda and minutes of Board Meeting, Committee Meetings and General Meetings;
- Maintains and updates all Statutory Registers as per the requirement of the Companies Act;
- Regularly files Statutory Returns and documents with Registrar of Companies and all other regulatory and statutory authorities as required by various laws;
- Ensures compliance with Companies Act, Foreign Exchange Management Act (FEMA) and all other laws, applicable to operations of the Corporation;
- Liaises with regulatory/ statutory authorities and consultants, such as auditors and lawyers;
- Prepares periodic Reports for information of the Management, on Compliance requirements and action taken in that regard;
- Monitors changes in relevant legislation and the regulatory environment, takes appropriate action, and proactively keeps the Management informed on ensuing regulatory developments and their implications so that the Corporation may stay prepared and ahead of the curve;
- Deals with correspondence, collating information and writing reports, ensuring decisions made are communicated in a timely manner to the relevant stakeholders;
- Advises the Management on the legal, governance, accounting and tax implications of proposed policies and actions;

Finance

- Must have got experience in dealing with Direct and Indirect Taxes related matters
- Will monitor day to day accounting entries in the accounting software
- Check purchase, sale entries in Tally and Oriel
- Must have knowledge of Tally
- Coordinate with outside professional firms for internal audit, stock audit, etc.
- Assist CFO in finalisation of Accounts

Legal

- Engages in end-to-end management of contracts as required, and also provides support to the Legal Consultant of the Company in drafting, vetting and negotiating contracts, agreements, memoranda of understanding etc. to safeguard the Company's interests in various commercial transactions.
- The Company Secretary will also work with the Legal Consultant on establishing internal standards in secretarial practice, process, templates etc., and execute inter-departmental processes, implement improvements and provide training as required.