



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

SAS Partners Corporate Advisors Private Limited is looking for Two(2) Fresher Company Secretaries in Chennai.

Job Description:

- Handle the allotted clients independently
- Planning of tasks with the team leader, execution of tasks by self / through team members
- Task reviews and verifications / Quality reviews and internal control reviews
- Training and development of team members
- Adhering to operational process and controls
- Effective coordination and communication with team leader and team members

Eligibility:

- Should be a Member of The Institute of Company Secretaries of India
- Fresher

Salary Details:

Rs.30, 000 to Rs.37, 500/-Per Month

Job Location:

Chennai

Apply at:

Interested candidates to send their resumes at [Process Over](#)