

**PLACEMENT CELL**  
**ICSI, NEW- DELHI**  
**Recruitment of Company Secretary (CS)**

**Information about the Vacancy:**

Soufflet Malt India Pvt Ltd is looking for One Company Secretary in Rajasthan, having 2-3 years' experience.

**Job Description:**

- Responsible for secretarial works of the company.
- Responsible for general accounting and day-to-day administrative jobs.
- Daily, weekly, fortnightly and monthly reports to the management and other stakeholders.
- Stocks management and reconciliation as per the policy of the company.

**Eligibility:**

- Should be Associate Member of Institute of Company Secretaries of India.
- 2-3 year experience

**Salary Details:**

3,60,000 – 4,00,000 per annum

**Job Location:**

Rajasthan

**Apply at:**

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