

Company Secretary

Job Details	
Job Code	CS2024
Job Title	CS Trainee
Impact level	Entry Level
Business Unit	Zuari Industries Ltd - Adventz
Department	Secretarial
Location	Gurgaon
Reporting to	Head-Secretarial
No. of Direct Reports	NA
Span of Control	Collaborative role supporting company secretarial functions across multiple business verticals
Job family	Team Member
Salary	Rs. 6 LPA
Job Summary	
<p>The Company Secretary - Multiple Business Vertical is responsible for supporting the Manager and Head of Company Secretary in managing company secretarial functions across various business verticals within the organization. This role involves assisting in compliance under companies Act, listed regulation, FEMA regulation, organizing board meetings, and maintaining legal and regulatory documentation. The ideal candidate will have a foundational understanding of companies Act, SEBI Rules & Regulations, FEMA regulations, strong organizational skills, and the ability to work effectively within a collaborative team environment.</p>	
Perspective	Key Responsibilities
Financial/Functional	<ul style="list-style-type: none"> Compliance Management: Ensure compliance with corporate laws, regulations, and standards. Assist in maintaining statutory records and filings as required under the Companies Act and other applicable laws. Legal Support: Assist in drafting and reviewing legal documents, contracts, and agreements. Provide support in legal research and analysis as needed.
Customer	<ul style="list-style-type: none"> Liaison Work: Act as a liaison between the company and external regulators, advisors, and auditors. Facilitate communication and coordination with stakeholders.

	<ul style="list-style-type: none"> Regulatory Filings: Prepare and file various statutory forms and returns with the Registrar of Companies (ROC), SEBI, stock exchanges, and other regulatory bodies.
Learning & Growth	<p>Professional Development and Knowledge Sharing</p> <ul style="list-style-type: none"> Participate in training sessions and professional development activities to enhance knowledge and skills in corporate secretarial practices and compliance management. Share insights, best practices, and lessons learned with colleagues across business verticals to promote continuous learning and improvement. Seek opportunities for mentorship and skill development to contribute effectively to the company secretary function and support the organization's compliance objectives.
Internal process	<p>Key Responsibility: Process Execution and Optimization</p> <ul style="list-style-type: none"> Assist in the implementation and execution of corporate secretarial processes and procedures under the guidance of senior company secretaries. Help in standardizing documentation and compliance practices across business verticals to ensure consistency and efficiency. Support the identification and implementation of process improvements to enhance operational effectiveness and compliance management. Ad-hoc Tasks: Handle any other tasks assigned by the senior company secretary or management related to corporate secretarial and compliance functions.
Role Requirements	
Qualifications	<p>Qualified Company Secretary from ICSI 1st attempt cleared preferred</p>
Experience	NA
Knowledge and skills	<ul style="list-style-type: none"> Basic knowledge of corporate governance principles and practices. Familiarity with corporate law and regulatory requirements. Strong organizational and time management skills. Excellent communication and interpersonal abilities. Proficiency in legal research and documentation
Behavioral Competencies	
Competency	Proficiency Level

Collaboration and teamwork	Level 1
Attention to detail.	Level 1
Adaptability	Level 1
Initiative	Level 1
Problem-solving	Level 1
Key Interfaces	
Internal	Manager - Company Secretary - Multiple Business Vertical Legal and Compliance Team Board of Directors Business Unit Heads
External	Regulatory Authorities Legal Counsel Corporate Secretarial Service Providers
Application	Apply at ICSI Placement Portal : https://placement.icsi.edu/

The Company Secretary - Multiple Business Vertical plays a foundational role in supporting corporate governance and compliance activities across diverse business units. If you are a dedicated and enthusiastic fresher with a legal background and a passion for ensuring corporate integrity, we encourage you to apply for this exciting opportunity to work alongside our experienced leadership team.