

Vacancy for CS & Law professional in IGTL with Minimum 3 years of Post Qualification

Job Title: Company Secretary & Law Professional

We are currently looking for an qualified Company Secretary with experience in legal matters to join our team. The desired candidate will be a qualified Company Secretary from Institute of Company Secretaries of India with bachelor degree in law from a college/ university recognized by Bar Council of India with minimum 3 years of post-qualification experience. Candidate with strong experience in corporate legal matters in a commercial organization will be preferred. Experience of work in allied areas like finance, accounting, marketing will be an added advantage.

Job Responsibilities:

- Ensure compliance with all legal and secretarial matters including corporate laws, labour laws, factory compliances and other relevant legislations.
- Coordinate with other departments for finalization of businesses of various Board/ Committee/Member meetings and plan & prepare timely notices, agenda minutes of meeting, resolutions, explanatory notes & clarifications.
- Prepare and file necessary documentation such as MCA forms, records of company meetings, annual reports, periodic returns, proxy statements, and regulatory filings within statutory timeframe.
- Provide strategic advice to the management on corporate governance, legal compliances, and risk management matters.
- Monitor changes in statutory laws, rules and regulations and updating company policies and procedures accordingly.
- Review of terms & conditions of all company documents, Agreements, Purchase Orders, Sale Orders and Tender documents and Ensure that all contracts and agreements comply with legal and regulatory requirements while promoting company interests.
- Liaison with external experts/ consultants and internal/ external auditors.

Key Skills:

- Strong understanding of legal and regulatory requirements particularly in corporate matters, secretarial compliances, labour laws and factory compliances.
- Excellent drafting and interpersonal skills.
- Ability to work independently and collaboratively as part of a team.
- Proficient in Microsoft Office and general IT skills.



No. of positions: 1
Proposed Remuneration: 7L.P.A+
Deadline: 23rd Feb 2024
Email for resume and documents submission: hr@iglgenesis.com
Contact (during official hours for clarifications): +91-11-4152 5922
Present Location: 10 DDA Complex, 2nd Floor, Nangal Raya, New Delhi-110046

If you meet these requirements and are seeking a challenging and rewarding role, please apply with your resume and cover letter

We look forward to welcoming a dedicated and skilled professional to our dynamic team.

Note: Place of Posting may change in future to any place within Delhi NCR.