

<b>Company</b>	Centrum ( Financial Services)
<b>Department</b>	Secretarial
<b>Experience</b>	Post Qualification - at least 6 years from Financial Service Industry. Exposure in a conglomerate environment preferred.
<b>Educational Qualification</b>	Qualified Company Secretary
<b>Key Responsibility Areas (indicative)</b>	1. Statutory Compliances under the Companies Act 2013, SEBI (LODR) Regulations and Corporate Laws;
	2. Regulatory Filings with Stock Exchanges as applicable to Listed Entity under SEBI (LODR) Regulations;
	3. Preparation of resolutions, notice, agenda, compliances as per secretarial standard and minutes of board and committee(s) meetings;
	4. To assist in preparation of Notice of General Meetings and Postal Ballot;
	5. Handling Board and Committee Meetings of material subsidiaries of the Company;
	6. Co-ordination with Statutory and Regulatory Authorities (ROC, RBI, SEBI, MCA), Depositories, etc.;
	7. Actively involved in the tracking, interpretation, and end to end implementation of circulars and regulations issued by the Exchanges, Depositories & SEBI and communicating the same to relevant teams with actionables;
	8. Ensure all periodic and ad-hoc regulatory filings are submitted correctly and in time;
	9. Updation of Statutory registers and records;
	10. Streamline and improving existing compliance and operational processes;
	11. Any other work related to secretarial matters as may be assigned.
<b>Job location</b>	Kalina, Mumbai (Work From Office)
<b>Requisites</b>	Knowledge of Companies Act, SEBI laws, Listing Compliances Good Communication skills (spoken and written);
<b>Send your resume on</b>	<a href="mailto:careers@centrum.co.in">careers@centrum.co.in</a>