

Company	Centrum
Title	Senior Manager - Compliance
Experience	8 – 10 years
Educational qualification	CS. LLB can be additional advantage
Key Responsibility Areas (indicative)	Preparation and maintenance of documents as per requirements received from various departments for day-to –day functioning of the business
	Managing inter-group transactions and providing documents to Auditors, legal advisors and registrars
	Responsible for Corporate actions in connection with issuance of various securities by group companies
	Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements
	Ensure policies, regulatory, or statutory changes that might affect the organization are up to date and approved by the committee.
	Prepare agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points
Location	Kalina, Mumbai (Work from Office)
Prerequisites	Should be collaborative, passionate, organized and detail-oriented
	Knowledge of market regulators – SEBI, IRDA will be an added advantage
	Good communication skills (Verbal & Written)
Email id	careers@centrum.co.in