

WE ARE

**HIRING!**

✓ **Company Secretary (Junior Profile)**

Job Description	<ul style="list-style-type: none"> <li>To ensure maintenance of all statutory records and registers as required under the Companies Act.</li> <li>To submit all periodical returns and forms as required under Companies Act, Listing requirements and SEBI guidelines.</li> <li>To comply with all the disclosure requirements, as applicable, under the listing rules and SEBI guidelines.</li> <li>To maintain the Minutes of the Meeting of the Board of Directors and Shareholders (AGM / EGM)</li> <li>To liaise with Registrar of Companies, Company Law Board or other appropriate authorities in connection with any notices, approvals or any communications.</li> <li>To guide the management before various transactions complying the provisions of Companies Act 2013.</li> </ul>
Desired candidate profile	<ul style="list-style-type: none"> <li>Candidate should be able to work independently multitask/ solve problems/collaborate with colleagues.</li> <li>Strong Interpersonal skills &amp; Good communication skills.</li> <li>Analytical bend of mind.</li> <li>Should bear the membership number of The Institute of Company Secretaries of India (ICSI)</li> </ul>
Experience	0-1 year
Industry Type	Real Estate / Construction / Township / Infrastructure
Role	Company Secretary
Functional area	Company Secretarial
Education	CS
Compensation	Rs. 4 Lacs p.a. – Rs. 5 Lacs p.a.
Location	Kolkata



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