

Company	Centrum Group
Department	Secretarial
Title	Company Secretary
Total years of Experience	8+
Educational qualification	CS. LLB will be an additional qualification
Roles and Responsibilities	Board Meetings & Compliances 1. Managing the PIT compliances for Centrum. 2. Implementing System Driven Disclosure for Centrum. 3. Conducting the Board Meetings and Committee Meetings. 4. Seeking timely approval of Shareholders via AGM / Postal Ballot. 5. Drafting of Annual Report. 6. Timely filing of Eforms. 7. Compliance with SEBI Regulations. 8. Monitoring amendments to various Acts, Rules & Regulations.
	Advising on Policies and Regulations 1. Brainstorming with Group General Counsel, CFO, HR on various policies and regulations. 2. Preparing presentation to update the Board on any key regulations impacting the Board. 3. Advising various stakeholders on any policy / regulations.
	Board Management 1. Last mile coordination with Board Members to ensure that their attendance at the meeting is smooth. 2. Improvement in Board Agenda and Minutes circulation for all entities. 3. Improvement in presentation of Agenda Items. 4. Review of Board Action Items and due closure by follow up with respective departments.
	Policy Review & RPT Compliance 1. Review of various policies for improvement and aligning the same with current regulations. 2. Placing the revised policy before Committees & Board and updating the org wide policies after due approval. 3. Improving the RPT compliances and disclosures.
	Operational efficiency
Job location	Mumbai – Kalina (Work From Office)
Prerequisites	Good communication skills
	Should be collaborative, passionate, organized and detail-oriented
	Multi-tasker
Send your resume on	careers@centrum.co.in