

Job Description of Company Secretary cum Lawyer.

Bright and Young Company Secretary with Degree of Law from a reputed college/ Institute.

Preferably CS in first attempt

Having 1-3 years of experience preferably in Real Estate / Construction/ Infrastructure Industry

Location: Gurgaon/ Delhi NCR

Salary: no bar for good candidates.

Job Description (JD)

Secretarial- to cover all aspects of Secretarial Work not limited to the following:

- Well conversant with MCA-21, i.e. online filing, online inspection.
- Audits of Companies for the purpose of Compliance Certificate & Secretarial Audit.
- Preparation of Corporate Governance Report.
- Reorganization of company like change in authorized capital, change of name, Shifting of Registered Office of the Company from one state to another and alteration in MOA & AOA.
- Preparation and maintenance various Statutory Books and other records
- Preparation of Director's Report and Annual Return, Filing of Balance Sheet and Profit & Loss Account in XBRL.
- Incorporation of Companies, Formation of Firm/ JV
- Handling of various Company matters Issue, Allotment, Transfer, Transmission and Transposition of Shares, Issue of Share Certificates and Duplicate Share Certificates (including Preferential allotment and Right Issue) and declaration of Dividend and Creation and Modification of Charges.
- Appointment of Managerial Persons and all the matters related to managerial remuneration.
- Drafting of Agenda, Notice and Resolution for the Board meetings, Committee meetings and for AGM (including Special Notices).
- Drafting Minutes of Board Meetings, committee meetings and Shareholders Meetings.
- Preparation of Search Reports, Due Diligence Report and Statutory Report etc etc.

Legal Work

- To Assist in Drafting of Various types of Agreements & Deeds.
- Coordinate with Legal Consultants for Legal Due Diligence (land related) of Land Owning Companies.

- To Coordinate with the Advocates in drafting, amendment of Development Management, Joint Development, Joint Venture Agreements.
- To take Lead in finalization of various Term Sheet and Agreement with prospective clients.
- Dealing with RBI and other Government Authorities.

About the Company

A FDI Real Estate Company, capitalised through funding from leading Japanese institutional and corporate co-promoters.

The Company managed by a team of real estate professionals who bring together vast knowledge and implementation skills.