

Position: Deputy Manager (CS & Legal)

Job Description

Job Overview

The incumbent will work in a multi-disciplinary environment and shall be responsible for implementing and regulating Company's Secretarial and Legal aspects. Incumbent should possess excellent leadership and decision-making skills & knowledge of Companies Act, Corporate Laws, Company rules, Secretarial norms, etc. and best Secretarial practices.

Key responsibility Area

- Convene and service meetings (producing agendas, taking minutes, conveying decisions, handling meeting correspondence and so on) as per statutory requirements.
- Coordinate the board/general meetings and follow-up actions thereof.
- Manage the Secretarial/Compliance Audit.
- In case of any non-compliance take relevant steps to ensure compliance to required laws.
- Oversee preparation of department MIS & explain to top management as & when required.
- Provide legal, financial and/or strategic advice.
- Advise on compliance of legal and procedural aspects under various corporate laws.
- Advise on good governance practices & compliance of Corporate Governance norms as prescribed under Corporate, Securities & Other Business Laws & regulations.
- Assist in developing a corporate and social sustainability framework.
- Monitor key trends in regulatory & statutory environment for impact on IHB and suggest an action plan for addressing them & ensuring compliance to all legislations.
- Develop Corporate Governance practices for the company & supervise implementation.
- Ensure compliance to the provisions of Companies Act and its rules and other statutes and by-laws covering the organization.
- Keep up to date with any regulatory or statutory changes and policies.
- Ensure that policies made till date are up to date and are approved.
- Be responsible for filing, registering any document including forms, returns and applications by and on behalf of the organization as an authorized representative.
- Ensure compliance with Corporate Governance requirements including provisions of the Companies Act, the rules made thereunder, Secretarial Standards & other applicable laws.
- Assist and advise the Board in the conduct of affairs of the company.
- Facilitate convening of meetings, attending Board, Committee & General Meetings and maintaining minutes of these meetings.
- Obtain approvals from the Board, shareholders and various regulatory authorities as required.
- Represent the Company before various Regulators and other authorities.
- Advise on matters pertaining to Risk Management, Corporate Restructuring, Compliance Management, Business policy, strategy and planning, Corporate Social Responsibility and Sustainability Reporting, Agreements & MoUs, Taxation matters etc.
- List requirements, maintenance of statutory books/registers/records etc., Memorandum and Articles of Association.
- Handle procedures and formalities of Public Issue/Right issue/Bonus issue/Split/allotment of shares & certificates thereon/listing of shares/dividend payment/monitoring activities of share transfer agents regarding share transfer/demat etc.
- Draft Legal Documents, monitor legal matters of the company, liaise with Lawyers/Advocates/Solicitors regarding cases pertaining to Land, Contracts, Financial and related matters.
- Monitor the statutory reporting process to ensure timely submission of the required information and compliance with the relevant authorities.

- Support decision making by providing timely updates to senior management on strategic matters with respect to the legal and compliance areas affecting the organization.
- Draft required company policies, provide support in implementation and periodically update documents of various compliances.

Discipline Specific Knowledge expected:

- Knowledge of General and Company Laws, Jurisprudence, Corporate Accounting, ESG, Legal Drafting, compliances.
- Knowledge of Secretarial services and Corporate Governance, Secretarial Audit.
- Knowledge of Legal drafting and related aspects for the Company.

Skills & Attributes:

- Strategic bent of mind
- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Assist Management in Corporate matters and compliances
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to analyze and good presentation skills
- Coordination, Liaising & Networking with Customers – Internal and External
- Handle Contingencies & Handle Risks effectively & efficiently
- Proficiency in MS Office including MS Excel and PowerPoint