

## JOB DESCRIPTION

<b>Job Title</b>	Company Secretary
<b>Position Type</b>	Full time
<b>Reporting to</b>	Management

### About the Role

As the Company Secretary at our solar park development company in Mumbai, you will be responsible for ensuring compliance with statutory and regulatory requirements, maintaining corporate governance standards, and supporting the Board of Directors and senior management.

### Job Description

#### ROLES & RESPONSIBILITIES:

##### 1. Corporate Governance:

- Advise the Management on corporate governance matters, regulatory requirements, and best practices.
- Ensure compliance with applicable laws, regulations, and guidelines affecting the company's operations.
- Organize and attend Board meetings, Annual General Meetings (AGMs), and other statutory meetings. Prepare agendas, minutes, and resolutions.

##### 2. Compliance Management:

- Monitor changes in corporate laws and regulations and ensure timely compliance.
- Maintain statutory registers, records, and filings with regulatory authorities.
- Coordinate with external advisors, auditors, and legal counsel on compliance-related matters.

##### 3. Secretarial Functions:

- Manage the company's secretarial functions, including the maintenance of corporate records, minutes books, and official documents.
- Facilitate the incorporation of new entities and manage changes to company structure, share capital, and governance.

#### QUALIFICATION & EDUCATION REQUIREMENTS & EXPERIENCE:

- Qualified Company Secretary (ACS) with membership in the Institute of Company Secretaries of India (ICSI). Additional qualifications in law or business administration are advantageous.
- Minimum 5 years of experience in a company secretarial role, preferably within the renewable energy sector or related industries. The Company is open to exploring hybrid working arrangements for the role.

#### SKILLS REQUIRED:

- In-depth knowledge of corporate governance practices, company law, and regulatory compliance requirements.
- Strong analytical and problem-solving skills with the ability to interpret complex legal and regulatory issues.
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels.
- Proficiency in MS Office and familiarity with company secretarial software.

### Application Process

Please share your interest in the job posting with a resume and a cover letter addressed to [info@solencoinfra.com](mailto:info@solencoinfra.com) with subject line – Resume – Company Secretary – Solenco Infra Private Limited