Company Secretary (CS), Surat

JOB DESCRIPTION

LOCATION	Adajan, Pal Road, Surat. On-site, at the head office
QUALIFICATION	Qualified Company Secretary (ICSI member)
EXPERIENCE	Up to 2 to 3 years in a listed company. A fresher with strong articleship exposure to listed companies can also apply
SALARY	About Rs 6 lakh a year (CTC)

About the Client

Our client is a BSE-listed manufacturing company headquartered in Surat, with an import and export business.

The client's name is shared once you confirm interest and we have had a first conversation.

The Role in One Line

Own the secretarial and listing compliance of a listed company, with a direct line to senior management and the Board.

You keep the compliance calendar, run the Board and general meetings, and make sure every stock exchange, SEBI and MCA filing goes out correctly and on time.

This is a full-time, whole-time role. You will be appointed as the company's Company Secretary and Compliance Officer, a Key Managerial Personnel position, and the appointment is part of this role and its CTC.

What You Will Do

- Handle periodic and event-based BSE and NSE filings, disclosures and corporate announcements
- Run Board, committee, annual general and extraordinary general meetings and postal ballots: agendas, notices, resolutions and minutes
- Manage compliances on related party transactions, directors and key managerial personnel, and the constitution of the Board and its committees
- Coordinate the Annual Report, the Corporate Governance Report and other statutory disclosures
- Work with the secretarial, statutory and internal auditors, practising company secretaries and other consultants so every filing is completed on time
- Handle MCA and ROC filings, including the forms and XBRL compliances
- Draft and vet agreements, contracts, MoUs, resolutions, policies and other corporate documents
- Keep a full statutory and regulatory compliance calendar and make sure it is followed
- Keep management updated on changes in the Companies Act, SEBI Listing Regulations and other corporate laws
- Support management on restructuring, investments, subsidiaries, joint ventures and acquisitions when they come up

What You Need

- Qualified Company Secretary (ICSI member), ready to be appointed as the company's Company Secretary and Compliance Officer (KMP)
- Up to 2 to 3 years in a listed company, or a strong articleship with listed-company compliance work
- Working knowledge of SEBI Listing Regulations (LODR), the Companies Act and MCA filings
- Good coordination and communication, in writing and in meetings
- Based in Surat, or ready to move to Surat

A Strong Plus

- Working knowledge of accounts, financial statements and basic accounting concepts
- Hands-on XBRL filing
- Gujarati or Hindi, alongside English

Why This Role

- Early in your career, you run the secretarial function of a listed company yourself
- Board meetings, the Annual Report and stock exchange compliance in one role, with senior management close by

How the Process Works

- A short call with AccountingBaba Recruitment about the role and your background
- Interviews with the client at their office in Adajan, Surat
- Offer, then you join after your notice period
- Please apply only if you are genuinely open to a move. If a counter-offer or timing could stop you, tell us early

What to Send Us

- Your updated CV, your ICSI membership year and number
- The listed companies you have handled compliance for, during articleship or in a job
- Where in Surat you live now, or when you could move
- Your notice period, current CTC and expected CTC

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