**Role Description:**

**Position** – Manager - Company Secretary & Legal Counsel **Reports to –** Sr. Manager – Legal and C.S.

**Location** – 1 BKC, Mumbai

**SUMMARY:** The position will work very closely with Sr. Manger – Legal and C.S. The candidate will be involved in supporting the Sr. Manager and providing necessary support and expertise to the Secretarial & Compliance management. Also offer Legal Counsel to the organisation and will be involved in dealing with day to day corporate advisory (as and when requested).

1. **Company Secretarial: 30% Bandwidth**
2. Secretarial Compliance for all group entities under Anarock, Organizing Board, General and Committee meetings, Drafting of resolutions, Preparation of Notices, Agendas, Minutes of the company meetings, etc.
3. To ensure 100% compliances of the provision of the Companies Act 2013 and rules made there under and any other statutes and by laws of the company, RBI, FEMA and allied laws
4. Liaising with external third-party consultant
5. Ensure compliance with various e-filling / ROC and other secretarial requirements. Coordinate with statutory and internal auditors of the company.
6. Maintaining and Custodian of the record books under the company secretarial guidelines and companies Act, 2013.
7. **Legal Counsel: 70% Bandwidth**
8. Agreements – Drafting, review and preparation of various service (inward and outward) agreements, Preparation of Power of Attorneys, Confidentiality Disclosure Agreement, Registration of agreements, deeds and all other commercial agreements.
9. Court matters representing the company before the Courts of law; Cases follow up, Liaising with Advocates, drafting and reviewing applications and notices.
10. Provide legal advise from time to time to its key stakeholders.

**COMPETENCIES:**

1. Good Communication
2. Strong Interpersonal Skills
3. Business Acumen (added advantage)

**EDUCATION & WORK EXPERIENCE:**

1. CS & LLB with relevant or similar experience (Functional/Level);
2. Minimum 4-5 years of experience

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Good knowledge of laws and their applicability
2. Excellent writing skills to be able to draft documents
3. Decision making ability
4. Excellent communication skills and interpersonal skills.
5. Eye for detail and good analytical ability.
6. High degree of compliance and professional discipline