WORK VAPOR

Job Link: https://workvapor.in/jobs/company-secretary-job-in-gurugram-haryana-hirex-id-29536473/

COMPANY SECRETARY

HIRING ORGANIZATION

Hirex

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Gurugram, NIL, Gurugram, Haryana, India

BASE SALARY

INR 40,000 - INR 45,000

DESCRIPTION

Skills:

- Secretarial work
- IFRS
- Accounting
- Account management
- 5G

Location

Gurugram, Haryana

Benefits

Pulled from the full job description

- Health insurance
- Provident Fund

Full job description

Typical duties

Company secretaries are typically responsible for:

- convening and providing administration for annual general meetings (AGMs): for

example, producing agendas, taking minutes, conveying decisions and handling meeting correspondence.
- providing legal, financial and/or strategic advice during and outside of meetings.
- advising directors and members of the senior leadership team on corporate governance matters.
- keeping up to date with regulatory or statutory changes and policies that might affect the organisation.
- ensuring that policies are up to date and are approved.
- communicating with external professionals involved in corporate governance, such as auditors.
- in public companies, acting as a point of contact and building good relationships with shareholders.
- implementing processes or systems to help ensure good management of the organisation or compliance with legislation.

Thanks & Regards

Shalu singh **(HR)**

Hirex services

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Interested candidate call on the given number.

Job Types: Full-time, Permanent

Benefits:

- Health insurance
- Provident Fund

Schedule:

- Day shift
- Morning shift

Supplemental Pay:

- Performance bonus
- Yearly bonus

Experience:

- total work: 1 year (Preferred)

Language:

- Hindi (Preferred)
- English (Preferred)

Work Location: In person