



## **POSITION: ASSISTANT COMPANY SECRETARY**

### **JOB RESPONSIBILITIES:**

- The Incumbent shall assist and be responsible for coordination of all arrangements for conduct of meetings of the Board of Directors and Management Committees..
- To be fully conversant with the working of the Company
- Assist the Board and Management Committees on all statutory and constitutional requirements to ensure that business is conducted in a proper and effective manner.
- Assist in preparing returns, records, reports, registers, etc. required by statute to ensure that the organization conducts its business in a legal and proper manner.
- Other responsibilities, as assigned, by the Reporting Officer.

### **QUALIFICATION:**

Membership of the Institute of Company Secretaries of India. Preferably with an LLB

### **EXPERIENCE:**

Candidate should have :

- (1) at least 6-8 years experience in a Large / Medium sized Engineering Industry of which at least 1-2 years should be of post qualification experience
- (2) knowledge of the provisions of the Corporate Laws and capable of handling Legal matters
- (3) experience and knowledge of preparation of Collaboration Agreements, Joint Ventures, Conveyance Deeds and Contract and Labour Laws.
- (4) handled various kinds of meetings i.e. Board meetings/ Committee meetings/AGM/EGM etc.

### **AGE**

Preferably around 35 years

### **GENERAL:**

Preference will be given to SC/ST/OBC candidates and relaxations will be as per Government directives. Remuneration will be commensurate with qualifications and experience. Relaxations in experience, qualifications, etc. will be made only in case of deserving candidates. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed.

Eligible candidates should forward their applications, through post only, to General Manager (HR & IM), Biecco Lawrie Ltd., P-54 Hide Road Extension, Kolkata 700 088, indicating the position applied for, latest by 19.12.2009