

# JD For Company Secretary

## About the Role:

We are seeking a dynamic and detail-oriented Qualified Company Secretary (CS) to join our team and lead compliance and secretarial functions related to the Initial Public Offering (IPO) process. The ideal candidate will play a critical role in managing legal, regulatory, and governance aspects, ensuring full compliance with SEBI, ROC, and stock exchange requirements.

**Experience** – 2+ years

**Location** - Mumbai

## Key Responsibilities:

### IPO Preparation & Execution:

- Coordinate with merchant bankers, legal advisors, auditors, and other intermediaries involved in the IPO process.
- Prepare and review offer documents, DRHP, RHP, and other regulatory filings.
- Ensure compliance with SEBI ICDR Regulations, Companies Act, and stock exchange guidelines.

### Regulatory Compliance:

- File necessary documents and returns with ROC, SEBI, NSE/BSE, and other authorities.
- Ensure adherence to listing obligations post-IPO.
- Board and Shareholder Meetings:
  - Organize and document board meetings, committee meetings, and general meetings.
- Draft agendas, notices, resolutions, and minutes.

### Corporate Governance:

- Advise the Board on corporate governance best practices.
- Maintain statutory registers and ensure timely filings and disclosures.

### Liaison and Communication:

- Act as the point of contact between the company and regulatory bodies.

- Assist in communication with stakeholders during the IPO process.

**Required Qualifications:**

**Qualified Company Secretary (ICSI)**

- 3–5 years of post-qualification experience, preferably in IPOs or listed company compliance
- Strong knowledge of SEBI regulations, Companies Act, and listing obligations
- Excellent communication, drafting, and coordination skills
- Ability to manage multiple stakeholders and work under tight deadlines
- Preferred Qualifications: Experience working with companies that have undergone IPO or are listed
- Additional legal or finance qualifications (LLB, CFA, CA Inter) will be a plus •

Compensation: As per industry standards and experience

**How to Apply:**

Please send your resume and cover letter to [hr@gretexgroup.com](mailto:hr@gretexgroup.com) with the subject line “Application for CS – IPO Role.”

Contact - [hr@gretexgroup.com](mailto:hr@gretexgroup.com)

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