

**Assistant Manager / Deputy Manager (Secretarial & Legal)
(For GSFC Agrotech Limited)****Requirement****Education
Qualification**

Company Secretary Course

Desirable: Candidates with LLB

Experience

Minimum 05 years of relevant experience in Secretarial & Legal

Age

Not more than 35 years as on 01/07/2021.

**Language
proficiency**

Fluent in speaking Gujarati, English and Hindi

Location

The current job location shall be at Vadodara. However, recruit may be placed anywhere in India on the basis of company's requirement in future.

Age and experience may be relaxed for exceptionally good candidates

Job Description

- To ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- To ensure that business of the company is conducted in accordance with its objects as contained in its Memorandum of association & Articles of Association.
- To prepare the agenda for the meetings of the board of directors / general meetings.
- To arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings by attending the same.
- To arrange the annual and extraordinary general meetings of the company and ensure compliance of the legal requirements and to make correct record thereof.

- To carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers.
- To prepare agreements, leases, legal forms, and other official documents on the company's behalf
- Coordinating all matters pertaining to legal & company laws, preparing monthly financial scorecard / report containing business segment wise & geographical segment wise financial performance of entire organization
- To act as a link with the owner dept. for legal case, to study and discuss the case with concerned department and help them prepare case papers in order to ensure that all the data/information related to the case is complete and comprehensive
- Maintain records and update status of litigations periodically handled by the department.
- Draft the replies to the queries in consultation with the senior team members/legal retainer.
- Drafting and Vetting of all kinds of legal documents/agreements/contracts etc.
- Research on relevant sections of statutes and case laws as and when required for preparing internal legal opinions and litigations.

I. Remuneration

Shall commensurate with skills, experience and market trends.

II. Mode of Selection

Interested Candidates are required to send their updated CV to gatlhr@gsfcltd.com

Short-listed candidates will be asked to take one or more assignments which are designed to assess their suitability to GATL's requirements, followed by the personal Interview.

We are an Equal Opportunity Employer. Women candidates and those from disadvantaged groups are encouraged to apply.