

# Job Title: Company Secretary (Part-Time / Full-Time)

**Location:** Lower Parel, Mumbai

**Industry:** Diagnostic Centre

**Working Days:** Monday to Friday

## About the Role

We are seeking a qualified and experienced Company Secretary (CS) to ensure regulatory compliance, corporate governance, and smooth functioning of statutory and legal matters of the organization. The position is available in both part-time and full-time capacities.

## Work Schedule & Compensation

### Part-Time:

- 5 Days a Week
- 4 Hours per Day

### Full-Time:

- 5 Days a Week
- 9 Hours per Day

## Key Responsibilities

- Ensure compliance with the Companies Act, 2013 and other applicable laws
- Manage ROC filings, statutory returns, and regulatory documentation
- Prepare and maintain statutory registers, records, and compliance trackers
- Coordinate Board Meetings and General Meetings (Notice, Agenda, Minutes preparation)
- Ensure timely filing of annual returns and other statutory submissions
- Liaise with auditors, legal advisors, and regulatory authorities
- Advise management on corporate governance matters
- Monitor changes in regulatory environment and update internal policies accordingly

## Candidate Profile

- Qualified Company Secretary (Member of ICSI)
- Strong knowledge of corporate laws and statutory compliance
- 3–8 years of relevant experience preferred
- Experience in healthcare / diagnostic / service industry is an advantage
- Strong documentation, drafting, and communication skills
- High level of integrity and confidentiality