

What we are Looking for :

We are seeking a qualified Company Secretary to join our dynamic team. This role is crucial for managing our regulatory and compliance framework, engaging with investors, and overseeing critical company operations such as ESOPS management and Investor Relations Etc.

Roles and Responsibility :

- Ensure compliance with all statutory and regulatory requirements under the Companies Act, particularly with respect to the ROC (Registrar of Companies).
- Prepare and maintain statutory books and records, including registers of members, directors, and secretaries.
- Handle all discussions with investors, manage Shareholders' Agreements (SSHAs), and nurture investor relationships.
- Oversee the management of Employee Stock Option Plans (ESOPS) and ensure timely compliance with all relevant legal and regulatory requirements.
- Coordinate board meetings and annual general meetings (AGM); prepare agendas and take minutes.
- Advise the board of directors on governance, compliance, and procedural concerns.
- Requirements:

Preferred candidate 's profile :

- Certified Company Secretary with a membership in the Institute of Company Secretaries of India (ICSI).
- 3 to 5 years of relevant experience, ideally with a practicing Company Secretary or within a startup environment.
- Prior exposure to the startup space is a Plus , preferably in a technology or service-driven industry.
- Strong understanding of corporate finance and experience in drafting legal documents.
- Excellent communication and interpersonal skills, with the ability to manage multiple stakeholder relationships effectively.

What we Offer :

- A chance to be part of a leading company in the rapidly evolving EV sector.
- A role that offers both challenge and significant opportunity for personal and professional growth.
- A supportive and dynamic work environment.