

Sr. Coordinator - Secretarial

Location: Mumbai

Company: Dai-ichi Karkaria Ltd.

About Us:

Dai-ichi is a leading specialty chemicals company dedicated to innovation, sustainability, and excellence in operations. We are committed to delivering high-quality products and services to our customers, and our success is built on the foundation of skilled professionals who drive our business forward. We are currently seeking a meticulous and methodical Sr. Coordinator Secretarial to join our Secretarial department, where you will play a vital role in assisting Company Secretary.

Job Summary:

The Senior Secretarial Officer will assist the Company Secretary in ensuring compliance with corporate laws, stock exchange regulations, and governance requirements for Dai-ichi Karkaria Ltd. and its group companies. The role involves handling statutory filings, board meeting documentation, investor relations, and regulatory reporting.

Key Responsibilities:

1. Regulatory Compliance:

- Ensure compliance with the Companies Act, 2013, SEBI LODR, PIT, and SAST Regulations.
- File various forms and returns on MCA and BSE.

2. Board & General Meetings:

- Assist in preparing Agenda Papers for Board, Committee, and Annual General Meetings.
- Draft and maintain Minutes of Board, Committee, and Shareholders' Meetings.

3. Stock Exchange & Website Updates:

- Coordinate and ensure timely disclosures and filings with BSE.
- Manage corporate governance updates on the company's website.

4. Investor Relations & RTA Coordination:

- Work with the Registrar & Transfer Agent (RTA) for dividend payments and shareholder records.
- Address and resolve investor grievances and ensure smooth shareholder communication.

5. Policy & Report Drafting:

- Draft various corporate policies under the Companies Act and SEBI Regulations.
- Contribute to the Annual Report, ensuring compliance with statutory disclosure requirements.

6. Other Secretarial Functions:

- Support the Company Secretary in day-to-day secretarial and legal tasks.
- Maintain proper records, registers, and statutory documents as per regulatory guidelines.

Job Requirements:

Education & Qualification:

- Member of ICSI (Institute of Company Secretaries of India).
- Fresher or up to 1 year of experience in a corporate or practicing CS firm.

Technical Skills & Knowledge:

- Strong understanding of the Companies Act, 2013, SEBI LODR, PIT, and SAST Regulations.
- Knowledge of MCA (Ministry of Corporate Affairs) and BSE compliance filings.
- Familiarity with corporate governance, board procedures, and investor relations.
- Basic understanding of drafting corporate policies, regulatory reports, and minutes.

Soft Skills & Competencies:

- Excellent drafting and communication skills.
- Strong attention to detail and accuracy.
- Ability to coordinate with stakeholders (Board Members, RTA, Regulators, Investors, etc.).
- Well-organized with the ability to manage multiple tasks and deadlines.
- Proficiency in MS Office (Word, Excel, and PowerPoint).

Why Join Dai-ichi:

Be part of a company that values innovation, sustainability, and operational excellence. Work in a dynamic and collaborative environment with opportunities for professional growth. Contribute to the success of a leading specialty chemicals company.