

WE ARE HIRING

Company Secretary (CS)

 Pune |  Legal & Compliance |  Full-Time |  ₹35,000–₹45,000/month |  ICSI |  17 1–5 Years



About the Role

Smart Services Private Limited is looking for a qualified Company Secretary (CS) to oversee corporate governance, statutory compliance, ROC filings, board meetings, and legal documentation while ensuring the organization adheres to all regulatory requirements.

Key Responsibilities

- ✓ Corporate Governance
- ✓ ROC Filings
- ✓ Board & Committee Meetings
- ✓ Statutory Compliance
- ✓ Legal Documentation
- ✓ Regulatory Coordination
- ✓ Corporate Records Management
- ✓ Compliance Monitoring

Qualification

-  Qualified Company Secretary (ICSI)
-  B.Com / Law (Preferred)
-  17 1–5 Years Experience

Why Join Smart Services?

- ✓ Career Growth
- ✓ Professional Work Environment
- ✓ Leadership Exposure
- ✓ Learning & Development
- ✓ Long-Term Career Opportunities

Apply Now

-  sunil.gaikwad@smartserviceindia.net
-  recruitment@smartservicesindia.net
-  Apply via WorkIndia

Smart Services Private Limited

Integrated Facility Management Solutions
www.smartservicesindia.net