

Assistant Manager Coordination

Job

Position Title: Assistant Manager Coordination
Reports To: Company Secretary
Department: Corporate Affairs
Position Grade: III
Advertisement Date: 1st December 2024
Last Date to Apply: 17th December 2024

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none">• Support the Company Secretary in the convening of meetings of Committees/Board/Company, drafting and obtaining approval of agenda items, collating and distribution of working papers and presentations, preparation of minutes, and keep a track record of compliance of actionable items.• Preparation/filing of various statutory returns towards compliance of Companies Act, SOR Act, and other Rules and Regulations etc.• Coordinate with the Admin department with regard to boarding/lodging of Directors/Committee Members in connection with the Company’s meetings.• Coordinate internal and external activities of Ignite for solicitation, evaluation, execution, and monitoring of various development and research programs under the supervision of the Company Secretary.• Coordinate to support reporting requirements of the Ministry of Information Technology.• Facilitate the development of periodic progress reports and subsequent submission to higher authorities.• Maintain the statutory record/registers of the Company.• Coordinate for effective & Smooth Liaison with SRCP, Internal and External Auditors.• To perform any other task as may be required by the Company

Knowledge, Qualification, Skills, and Experience
<ul style="list-style-type: none">• Should have at least at least 3 to 5 years post-qualification work experience in a similar position.• Should possess adequate experience in the coordination of projects.• Experience & knowledge of the business process and project management would be a plus• Should have at least Sixteen years of bachelor’s degree in Business Administration/Law/Commerce

Advertisement
Advertisement