

## **Job description – Company Secretary**

dSPACE is <https://www.dspace.com/en/pub/home.cfm> a market innovator and leader in providing solutions and systems for embedded controller software development in Automotive, Aerospace and Manufacturing industries.

Founded in Germany in 1988, dSPACE employs over 2,400 dedicated people worldwide, who are committed to making the embedded controls software development process more efficient through innovative tools and services. Working at dSPACE means taking on challenging and varied tasks in a promising and exciting industry. With us, you have responsibility and can shape your personal career. A collegial and cooperative approach is as natural for us as the continuous development of your expertise.

The company is looking out for a Company Secretary for its office in Trivandrum.

The ideal candidate should have a 2 -5 years of experience as a Company Secretary, with a proven track record of handling legal and regulatory matters effectively.

His/ Her Responsibilities:

### **Compliance Management:**

- Ensure compliance with the Companies Act 2013 and other applicable laws, regulations, and guidelines.
- Maintain up-to-date knowledge of statutory and regulatory requirements, making necessary updates to internal policies and procedures as required.
- Prepare and file all required statutory returns and documents with the Registrar of Companies (ROC) and other regulatory authorities.

### **Corporate Governance:**

- Organize and facilitate board meetings, annual general meetings, and other company-related gatherings in accordance with legal requirements and corporate governance principles.
- Draft agendas, prepare meeting minutes, and follow up on action items from board meetings.

### **Risk Mitigation:**

- Identify potential legal and compliance risks for the company and develop strategies to mitigate them effectively.
- Work closely with senior management to implement risk management practices and ensure a proactive approach to risk mitigation.

### **Legal Advisory:**

- Provide expert legal advice to senior management and the Board of Directors on various matters, including contracts, intellectual property, employment law, and regulatory changes.
- Collaborate with internal departments to ensure legal considerations are addressed in business decisions and operations.

**Statutory Records and Documentation:**

- Maintain accurate and updated statutory records, registers, and other legal documentation in compliance with relevant laws.
- Oversee the company's secretarial functions, including the maintenance of share records and other corporate records.

**Contract Management:**

- Draft, review, and negotiate various commercial contracts, ensuring that the company's interests are protected while minimizing legal exposure.

**Liaison with Regulatory Authorities:**

- Act as the primary point of contact for regulatory authorities, ensuring timely and accurate communication with relevant stakeholders.

**Accounting / Invoicing:**

- Generating invoices and coordination with external partners

**Requirements:**

- Bachelor's degree in Law (LL.B.) and qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI).
- Minimum of 5 years of experience as a Company Secretary in a reputed organization, preferably in the IT industry.
- In-depth knowledge of the Companies Act 2013 and other relevant laws and regulations.
- Should possess problem-solving skills, with a keen eye for detail.
- Excellent communication and interpersonal abilities to work collaboratively with senior management, internal departments, and external stakeholders
- Ability to work under pressure, prioritize tasks, and meet strict deadlines.
- Fluency and experience in Tally

For more information, please reach out to [chaitra.dole@indo-german.com](mailto:chaitra.dole@indo-german.com)