**SharesVault Job Openings**

**JOB TITLE: Company Affairs (RoC) Officer**

**REPORTS TO: CEO**

**DEPT: Compliance Division**

**SUPERVISES:** 0

JOB SUMMARY

Ensure Company follows RoC/MCA norms, keep an eye on company’s activities and notify if necessary and also ensure share registry’s correct modification during transaction

##### REPORTING RELATIONSHIPS

Company Affairs (RoC) Officer reports to CEO

DUTIES & ESSENTIAL JOB FUNCTIONS

* + Ensure that registered company follows all RoC/MCA norms
  + Ensure that company immediately update their news section and other sections of the site when there is change in shareholder pattern, paid-up capital and any new contracts signed
  + Ensure that constant communication is maintained with Company’s CS to get six monthly returns
  + Ensure that company regularly files their audit/income tax/ and financials in time
  + Ensure in every transaction that shares registry is properly maintained
  + Ensure that dividend (if paid) is duly credited to investors. Also notify all investors in their private message if dividend is declared/paid/credited to their accounts.

**QUALIFICATIONS**

Company Secretary with 2+ years Industry experience

##### REQUIRED

* Company Secretary
* Minimum 2 years experienced in industry
* Fluent English communication
* Detailed oriented person

##### PREFERRED

Company Secretary with good experience in industry and having through knowledge of all RoC/MCA rules and regulation