

## **1. Indian Company Secretary**

@ Materra [materra.tech]

Employment Type: Part-time

Location: Ahmedabad, India

Apply within: 30 days

Salary: Competitive

Experience: 0-1 years

### **Roles & Responsibilities:**

As a Company Secretary at Materra, you will be responsible for supporting the management team and Legal Counsel in corporate governance, secretarial, legal advisory and representation matters.

Your core responsibilities will include:

- Support legal counsel (UK & India) and senior management in corporate and secretarial work, record keeping, and filings per Indian laws.
- Coordinate the board/general meetings in India and follow-up actions thereof.
- Maintenance of document repository and preparation of checklists.

The candidate should be able to work independently and as part of a creative core team of engineers, scientists and more.

### **How to Apply**

Send your CV with a cover letter to [talents@materra.tech](mailto:talents@materra.tech)