

Interested candidates may appear for Walk-In Interview on **25<sup>th</sup> January 2019** at 10 am with original certificates relating to Educational Qualifications, Date of Birth, pay-slips for previous three months, experience certificates and other documents as deemed appropriate. Resume may be furnished by email ([recruitment.amtz@gmail.com](mailto:recruitment.amtz@gmail.com)) latest by forenoon of 21<sup>st</sup> Jan 2019.

### **Position 1 - Company Secretary – Andhra Pradesh MedTech Zone**

#### **Job Profile:**

1. Oversee policies, making sure they are kept up to date and referred to the appropriate committee for approval
2. Maintain statutory books, including registers of members, directors and secretaries
3. Deal with correspondence, collate information and write reports, ensuring decisions made are communicated to relevant company stakeholders
4. Contribute to meeting discussions as and when required, and advise members of the legal, governance, accounting and tax departments of the implications of proposed policies
5. Monitor changes in relevant legislation and the regulatory environment and take appropriate action
6. Liaise with external regulators and advisers, such as lawyers and auditors
7. Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its corporate governance and statutory requirements

#### **Eligible Criteria :**

- Basic Qualification: Company Secretary with any Graduation / Masters.
- Significant professional experience, at least 5 years of post basic qualification.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel