



JOB PROFILE: Company Secretary Trainee

Name of Company	GEM Enviro Management Limited GEM Enviro Management Ltd (“GEM”), a listed company on BSE SME exchange is in the business of waste management, EPR services and sustainability. GEM is based out of Delhi and it works with more than 100 clients and its client base consists of leading organizations such as PepsiCo, Varun Beverages, Coca-Cola, Bisleri, Honasa Consumer, National Fertilizers, etc
Name of Position	Company Secretary Trainee (Female)
Location	Unit-203, Plaza-3, Central Square, Bara Hindu Rao, Delhi-110006
Job Profile	<ul style="list-style-type: none">• Assist in drafting and preparing agendas, notices, and minutes for Board and Committee meetings.• Assisting with company secretarial matters and compliances under applicable SEBI Regulations.• Assist in filing of statutory forms and returns with the MCA in compliance with regulatory timelines.• Maintaining statutory records• Drafting and vetting of legal agreements and related documentation• Liaisoning with external regulators and stakeholders such as RTA, legal advisors, advocates and auditor
Desired Skill & Qualifications	<ul style="list-style-type: none">• Pursuing CS• Excellent communication and presentation skills.• Excellent knowledge of Excel (Advance), Power Point & Word (Microsoft Office) / Emailing
Experience	Fresher
Stipend	As per ICSI norms

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