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CIN: L51909MH2013PLC381314

Job Title: Company Secretary (CS)
Location: VidyaVihar West, Mumbai, Maharashtra
Company: Valencia Nutrition Ltd.
Department: Secretarial & Legal Compliance
Reports to: Company Secretary / Senior Legal Counsel
Employment Type: Full-time

Job Overview:

The Company Secretary (CS) Trainee will assist the Company Secretary and the legal department in ensuring compliance with corporate governance, legal, and regulatory requirements. This role offers valuable hands-on experience in corporate secretarial practices, company law, and legal compliance. It is designed for candidates pursuing or completing their Company Secretary qualification through the Institute of Company Secretaries of India (ICSI) or equivalent institutions.



CTC: 6-8 LPA



**Accommodation
will be provided for
outstation students**



**Breakfast, Lunch and
High tea will be
provided**



**Creative freedom
and Enriching hands
on experience**

Key Responsibilities:

- Assist in maintaining statutory records, ensuring compliance with legal requirements, and supporting corporate governance processes, including filings with regulatory bodies.
- Help prepare notices, agendas, and meeting minutes, assist in legal drafting and documentation, and manage regulatory filings and deadlines with authorities like ROC, SEBI, and stock exchanges.
- Coordinate shareholder services, maintain compliance records, support due diligence and audits, and ensure the proper organization and execution of AGMs and other meetings.

Qualifications:

- Pursuing or completing a Company Secretary (CS) course from the Institute of Company Secretaries of India (ICSI).
- Bachelor's degree in Law, Commerce, or a related field (preferred but not mandatory).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with MCA and e-filing systems

Application:

- Submit updated resume, cover letter and portfolio to maharshi.soni@valencianutrition.com

