

Associate/Sr. Associate – Company Secretary

About AMPIN Energy Transition

AMPIN Energy Transition is India's leading renewable energy transition company with a total portfolio of ~3GWp spread across 21 states in the country. Headquartered in New Delhi with regional offices in Mumbai, Bangalore & Kolkata, AMPIN is run by an industry leading team of professionals and backed by leading institutional investors from Europe, Asia and North America. AMPIN has a balanced portfolio of C&I and utility customers, providing them complete renewable energy transition solutions while reducing their operating costs. It has marquee customers across 10 diverse sectors such as Pharmaceuticals, Automobiles, Cement, Steel, Heavy Engineering, Infrastructure, FMCG, Educational Institutions, IT & Datacentres, Utilities and Government bodies and can meet their short-term, medium term and long-term requirements across technologies such as Solar, Wind, Hybrids & Storage.

For more information on AMPIN Energy Transition, please visit: <https://ampin.energy>

Follow our [LinkedIn page](#) for all the latest updates.

Join AMPIN Energy Transition's Company Secretary team!

We are looking to hire a Company Secretary for Delhi.

If you have an expertise in handling secretarial functions, conducting board meetings and handling compliances, then this is the role for you!

How you will contribute:

- Assisting in corporate secretarial function for AMPIN Energy Transition's group entities.
- Ensuring high standard of corporate governance, conducting board and committee meetings, post and pre meeting documentation, ensure necessary filing, monitoring compliances, record keeping, provide relevant corporate secretarial support under various jurisdiction.
- Maintaining statutory books, including registers of members, directors and secretaries for the group entities;
- Drafting minutes, drafting resolutions, lodging required forms and annual returns with company registries for the group entities.
- Organizing and preparing agendas and papers for board meetings, committees and shareholder meetings; for secretarial audit as may be required for group companies and demonstrate compliance with laws and regulations including record keeping.
- Performing the overall Secretarial functions and Corporate Affairs, ensuring compliance to Companies Act and various other Statutory Acts.

Ideal skills for this role include:

- Qualified and member of the Institute of Company Secretaries of India
- 3-5 years of experience, candidates working in renewable industry would be preferred.
- Good command over all aspects of legal and Company Secretary matters.
- Strong verbal and written communication skills and technical capabilities are essential.
- Excellent written and spoken English.
- Experience in Microsoft Office Suite (Word, Excel, Power Point)

AMPIN ENERGY TRANSITION PRIVATE LIMITED