



Job Opportunity: Company Secretary

Location: Jagdamba Polymers Pvt. Limited, Balasore, Odisha

Employment Type: Full-Time | On-Site

Company Overview

Jagdamba Polymers Pvt. Limited, based in Balasore, Odisha, is a leading manufacturer with over 25 years of expertise in **plastic injection moulding**. The company specializes in producing high-quality **plastic moulded consumer products**, including **household and kitchenware products, furniture, plastic crates, PET preforms, and custom-made solutions**.

As an **ISO 9001, ISO 14001, ISO 22000, ISO 45001, and ZED Gold Certified** organization, Jagdamba Polymers is committed to **excellence, innovation, and sustainability**. We take pride in our strong brand image and unwavering dedication to driving industry leadership.

To fuel our future growth, Jagdamba Polymers is planning to approach the **capital market** through an **SME IPO** in the near future. This presents a unique opportunity to be a part of a transformative phase in the company's journey toward market expansion and financial growth.

For more information about our company, please visit our website at jagdambapolymers.co.in.

Role Overview: Company Secretary

We are looking for a **Qualified Company Secretary (CS)** to join our team in Balasore, Odisha. The ideal candidate will play a critical role in ensuring compliance with statutory and regulatory requirements, managing corporate governance, and supporting key administrative and management functions.

As a Company Secretary, you will:

- Ensure compliance with **statutory and regulatory requirements** as per applicable laws.
- Maintain and manage **records, registers, and filings** in line with legal standards.
- Organize, coordinate, and attend **Board meetings, Annual General Meetings (AGMs)**, and other critical company meetings.
- Prepare and review meeting **agenda, minutes, and resolutions**.
- Act as a liaison between the company and **stakeholders, regulators, and government authorities**.
- Provide administrative support and guidance on **corporate governance practices**.
- Contribute to company-wide compliance and operational efficiency.



Qualifications & Skills

- **Certified Company Secretary (CS):** Member of the **Institute of Company Secretaries of India (ICSI)**.
- Minimum **2 years of relevant experience** in legal compliance and corporate governance.
- Strong **knowledge of corporate laws, SEBI regulations, and applicable statutory requirements**.
- Excellent **communication, interpersonal, and organizational skills**.
- Proficiency in **Board meeting management** and maintaining accurate records.
- Attention to detail, with the ability to work both **independently and collaboratively**.
- Familiarity with legal documentation and administrative procedures.

Preferred:

- Bachelor's degree in **law, Business Administration**, or a related field.
- Experience in **manufacturing or similar industries** is an added advantage.

Why Join Us?

At Jagdamba Polymers, we foster a collaborative work environment where talent is nurtured, and innovation is celebrated. As a key member of our team, you'll have the opportunity to contribute to a company that values **excellence, sustainability, and employee growth**.

How to Apply

Interested candidates are encouraged to share their updated resume and a cover letter to hrd@jagdambapolymers.co.in.

Join us and be a part of a company shaping the future of the plastic moulding industry!
