

Company Secretary

Babri Cotton Mills Limited Kohat

Kohat, Pakistan

Job Description

Requirements for Appointment of Company Secretary for a Public Listed Company.

- Must have knowledge of Company Laws
- Corporate Governance
- Stock Exchange regulation
- Filing of documents and other correspondence with Register/ Security & Exchange Commission of Pakistan
- Maintaining stationary books, including register of members, directors and secretaries
- Knowledge of issue of bonus / right share and dividend etc
- Attending BOD / BAC meeting and recording meeting minutes
- Preparation of quarter / annual meeting file
- Other related work.

Skills

Good Verbal and Written Communication Skills, [Interpersonal Skills](#), [Management skills](#), Ability to work well with people at all levels, Analytical and problem-solving skills

Job Details

Industry: [Textiles/Garments](#)

Functional Area: [Corporate Affairs](#)

Total Positions: 1 Post

Job Shift: First Shift (Day)

Job Type: Full Time/Permanent

Job Location: Bannu Road, [Kohat, Pakistan](#)

Gender: No Preference

Age: 25 - 55 Years

Minimum Education: Masters

Degree Title: CA, ACCA, MBA or LLB

Career Level: Experienced Professional

Experience: 3 Years - 5 Years

Apply Before: Sep 20, 2016

Posting Date: Sep 03, 2016

Note: Please send your Resume to hr@bcm.com.pk