

# TATA TRUSTS

Role Details		
1.	Role	Trusts Secretarial Team
2.	Grade	Equivalent to Grade 5
3.	Function	Secretarial Function
4.	Location	Mumbai
5.	Nature of Employment	FTE Agreement – 3 Years
6.	Reporting to	Vice President

Role Overview:
The primary responsibility is to provide comprehensive support to the Secretarial Team in secretarial, governance and related compliance for the various Tata Trusts. This would include ensuring compliance with relevant regulations, maintaining and managing proper documentation and records, and assisting in organizing the Meetings of Trustees.

Key Responsibilities:	
1.	Assisting in the preparation of draft Notices, Agenda and Minutes of Trustees’ Meetings;
2.	Preparing and maintaining all necessary documents, registers and records;
3.	Preparing and updating the Status Trackers of all activities;
4.	Ensuring timely regulatory / statutory filings;
5.	Coordinating with different teams within the Trusts for collecting / collating relevant data / details for preparation of Agenda Notes;
6.	Coordination with EA / PA of Trustees, auditors, vendors and consultants as needed;
7.	Keeping track of regulatory updates to ensure appropriate and timely compliance by the Trusts.
8.	Any other related matters

Stakeholders	
Relationship (within organization)	CEO Office, Finance, Legal, and other functional teams.
Relationship (outside organization)	Trustees’ offices, auditors, consultants, and regulatory authorities.

Skills & Competencies:
<ul style="list-style-type: none"><li>Strong attention to detail.</li></ul>
<ul style="list-style-type: none"><li>Excellent written and verbal communication skills.</li></ul>
<ul style="list-style-type: none"><li>Self-starter with active listening skills.</li></ul>
<ul style="list-style-type: none"><li>Ability to meet deadlines, multitask, manage time and prioritize effectively.</li></ul>
<ul style="list-style-type: none"><li>Strong planning, coordination, and problem-solving abilities.</li></ul>
<ul style="list-style-type: none"><li>Proficiency in MS Word, Excel, and PowerPoint.</li></ul>

Essential Qualification & Experience:
<ul style="list-style-type: none"><li>Qualified Company Secretary or Inter-CS.</li></ul>
<ul style="list-style-type: none"><li>Up to 5 years of relevant experience in secretarial and compliance functions.</li></ul>