# Vacancy of Company Secretary Trainee at Diffusion Engineers Limited

Diffusion Engineers Limited, listed on NSE and BSE is a pioneer in providing innovative engineering solutions. We are looking to strengthen our corporate team by hiring a Company Secretary Trainee to assist in managing corporate compliance, governance, and regulatory affairs. The trainee will get exposure in learning compliances applicable to listed company.

**Key Responsibilities:**

- Assist the Company Secretary in ensuring compliance with corporate laws and regulations.
- Support in preparing and filing regulatory documents with government authorities.
- Assist in organizing Board meetings, preparing minutes, and maintaining statutory registers.
- Participate in corporate governance initiatives and audits.

**Who We're Looking For:**

- Currently pursuing the professional qualification of Company Secretary (CS).
- Knowledge of corporate laws, the Companies Act, 2013, and SEBI guidelines.
- Basic understanding of corporate governance, compliance, and legal documentation.
- Ability to work with attention to detail and meet deadlines.
- Proactive, motivated, and willing to learn.

**Stipend:** As per Industrial norms

**Job Location: -** T/5-6, MIDC Hinga, Industrial Area Nagpur.

**How to Apply**:
Interested candidates can send their updated resume at cs@diffusionengineers.com