



WE'RE HIRING!

Deputy Manager / Assistant Manager Corporate Affairs

Department: CA, Compliance & Legal Affairs

Location: Karachi

Education: Bachelors/Master's degree in related field

Experience: 06 – 08 years in relevant field

Deadline: April 18, 2024

Apply at: careers@link.net.pk

Female candidates are encouraged to apply.



Title: Deputy Manager / Assistant Manager – Corporate Affairs



Job Role & Requirements:

- Assist in drafting agendas, assembling, circulating papers, and ensuring meetings comply with Corporate Governance Standards.
- Ensure adequate information is available prior to meetings and appropriately update the minutes book as well as associated corporate records.
- Monitor an action plan to assure the organization operates within laws, regulations, and applicable codes of good corporate practices.
- Ensure filing of required information with SECP regarding annual returns, reports, amendments to the constitution, notices of appointment, resignation of company board members, executives, secretary, legal advisor, and financial auditors.
- Keep up to date on developments in corporate governance in Pakistan through regular research.
- Be responsible for the company seal, ensuring all legal documents are properly signed, sealed, and stored in safe custody.

At I LINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:

- ① *Modular working options such as flexi-hours*
- ① *Continuous training and development*
- ① *Quarterly bonuses*
- ① *Heavily subsidized lunch and club facilities*
- ① *Employee educational support*
- ① *Performance bonuses*
- ① *Carpool incentive*
- ① *On premises gym facility*
- ① *In-person/online doctor consultation facility*

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