

Company

Pepperfry.com opened for business on 3rd January 2012 to give customers a wide selection of amazingly priced Furniture and Home merchandize with a consistently great shopping experience. Today we are India's No.1 online Furniture, Home and Living destination, offering more than 50,000 products to spice up your home across categories like Furniture, Home Décor, Furnishings, Kitchen and Pet Supplies.

We are a managed marketplace that works closely with a thousand merchant partners to showcase their design skills, craftsmanship and service orientation to customers in India and across the world. We ensure that employees, communities, craftsmen and businesses who work with us, grow with us and enjoy being part of the journey.

We are exporting solid wood furniture to nearly 12 nations supplying to retailers, wholesalers, mail order companies and online furniture ecommerce companies

Company Secretary + Legal

Reporting in to the Financial Controller, this role will shape and define the company's Legal and Compliance division in a decision making capacity. Your responsibilities will include:

- Litigation Management (including civil, criminal and arbitration and IPR related cases)
- Timely initiating legal proceedings
- Database management of Litigations and on a monthly basis present updated legal cases review to the management.
- Contract Management (Vendors & Master Service Agreements, Lease Deed, Leave & License Agreements, etc.)
- Template Standardization
- Advice on Contract formats and requirements
- Timely renewal and termination of contracts

IPR Management (including Trademarks, Copyrights, patents, designs)

- Application for new IPR / renewal of existing IPRs and building a strategy related to IPR registration requirements.
- Management of Company's IPR

Regulatory Affairs & General Compliance

- Compliance under shops & establishment and Trade Licensing requirements
- Compliance under Labor Laws, PF & ESI regulations

Company Secretarial related compliance

- Compliances under the Companies Act, 2013 with respect to various filings
- Compliance of provisions relating to Section 297
- Drafting and finalization of Directors' Report and AGM/EGM Notice
- Conducting Board Meetings and General Meetings and recording minutes
- Maintenance and updating of various registers/records under Companies Act, 2013
- Documentation relating to bank facilities and term loans

Profile Requirements (Qualification & Experience)

- **LLB (LLM) plus a Qualified CS with a minimum of 5 years' experience.**
- You will have experience dealing with large amounts of contracts (preferably within the IT space) as well as internal and external stakeholder management
Experience in the IT/Internet/Digital or e-commerce industry and exposure to M&A activity would be a plus.

Profile Requirements (Skills & Competencies)

- The opportunity to join a rapidly expanding business as a Head of Division along with making decisions to facilitate company growth. Market competitive package.

Location: Mumbai, Maharashtra