

Company Secretary - JOB DESCRIPTION

OVERVIEW

Milearth Softech is into development of Web Applications and Native Mobile Applications. The Web Developer will contribute alongside the Web & Mobile app development team for Front-End Development and Backend Development. If needed, collaborate with Android & iOS Developers to design back-end architecture and planning while driving the back-end execution. The appropriate candidate who meets below requirements will join a talented team of developers working on a product getting build on **Web, Android & iOS** platforms. New team members are expected to work with fellow developers for product development and enhancement with proficiency in below mentioned:

SKILLS

1. Governance expertise
2. Organisational knowledge
3. Secretarial skills
4. Planning skills
5. Meticulous attention to detail
6. Effective communication
7. Integrity and independence
8. Solid judgment
9. Business growing ideas
10. Commitment

CANDIDATE SHOULD HAVE EXPERIENCE/KNOWLEDGE OF

1. Interpersonal skills and the ability to work well with people at all levels
2. Attention to detail and a well-organised approach to work
3. Ability to prioritise work and to work well under pressure
4. Capability to work with numerical information
5. Analytical and problem-solving skills
6. Diplomatic approach and teamworking skills
7. Management skills
8. Integrity and discretion when handling confidential information
9. Corporate governance issues
10. Commercial frame of mind.