



Corporate and Tax Manager (f/m/d)

Mumbai

Founded in 1921, OLDENDORFF CARRIERS combines its history as a German shipowner with the network of one of the world's leading drybulk operators. We currently control some 750 chartered and owned vessels of 67 mio tdw, and we carry around 330 mio tons of raw materials and semi-finished products across the seven seas each year. Our customers can expect 100% performance. All the way.

The Corporate and Tax Manager advises the Management Board of Oldendorff India Pvt Ltd as well as the CFO and COO of the Group on all matters of local corporate and tax law relevant to the company and the group. This includes the structuring of the company's commercial activities and any resulting tax or corporate effects, the role of the company as an employer as well as compliance with all applicable local laws for the operation of the company. The Corporate and Tax Manager will cooperate with the Company's finance team as well with the tax, legal and finance teams of other Group companies to ensure optimal solutions accordingly.

He/she plans and monitors all tax matters of the company. He/she assumes an advisory function for the Management Board, the Group CFO and COO and the other departments for all questions

relating to corporate and tax law, always in the frame of the strategic goals of the Management Board. The scope of responsibilities covers the optimization of direct and indirect corporate taxes as well as the assessment and the continuous monitoring of the respective tax exposures.

The position holder will monitor all relevant corporate matters and run the practical operation of the corporate secretary functions.

Job Responsibilities

- Establish, maintain and manage the corporate and tax administration of the Company. Cooperate with and keep informed the relevant persons in charge in the Group headquarter in Germany (e.g. CFO, COO, General Counsel) as well as the Management Board of the Company.
- Monitor compliance by both the Company and clients with applicable statutory/regulatory requirements, constitution, and approved board/corporate governance policies., also ensuring adherence to shareholders' agreements and internal governance processes.
- Provide assistance and guidance to shareholders, directors, and committee members on fiduciary and governance responsibilities, as well as facilitate company transactions and corporate restructurings.
- Oversee corporate secretarial functions including for instance entity incorporation, maintaining of accurate company documents and corporate structure records, and statutory filings and records.
- Prepare recommendations to the Board of Directors for the appointment/ re-appointment of the company's auditors in coordination with the Managing Director.
- Follow the development of the local corporate and tax laws and regulations, to ensure respective compliance. Establish, maintain and manage a good working relation with the Company's external advisors on corporate and tax matters.
- Maintain contact to external financial auditors, always in close cooperation with the finance team in preparation of annual reports.
- Establish, maintain and manage procedures for all locally required declarations to the tax authorities (all relevant direct and indirect taxes)
Any other ad hoc secretarial duties.

What You Bring Along

- You are good with numbers, well organized and have a thorough way of working with an ability to manage deadlines effectively.

- Excellent verbal and written communication skills with the ability to effectively convey information to diverse functional teams within the organization.
- Ability to summarize complex tax or accounting matters effectively.
- Facilitate effective communication between company experts at the headquarter and local advisors in India (e.g. on tax questions).
- Good MS Office (Excel, Word) knowledge.
- Have an understanding of board and management dynamics.
- Excellent team worker with strong interpersonal skills.
- Integrity and discretion required for handling confidential information.
- You describe yourself as an open person that takes on responsibility.
- Minimum of degree in any field.
- Minimum 5 years of or relevant experience, required.
- Relevant background experience that would benefit incumbent in this role, preferred.
- Solid knowledge of Indian and international tax law, required
- Familiarity with compliance and statutory requirements in India is a plus.
- Approved member of Institute of Company Secretaries of India (ICSI), is a plus.
- Hold a degree in Law and/or be a member of ICOSA (Institute of Chartered Secretaries and Administrators) not required, but is a plus.

What We Offer

- Our corporate culture is special: relaxed and international, open and traditionally with flat hierarchies.
- Since the very beginning, teamwork and quick decision making have been our success factors. Encouraging our employees to realize their ideas and initiatives is as important to us.

Apply now

Interested?

If you want to know more about who we are: [Oldendorff](#).

Please contact Nicole Sartoris in case of questions.

Oldendorff Carriers does not accept paper applications for online postings.