



CORPORATE SECRETARY

Ornge is Canada's leading innovator in the emerging field of transport medicine. As a progressive, dynamic organization, our vision is to have a fully integrated and comprehensive organization led by pioneers in transport medicine at the forefront of patient care. We are interested in people who are committed to the Ornge values of compassion, collaboration and innovation.

We are seeking a Corporate Secretary to provide high level administrative support to the Board of Directors.

POSITION STATUS: Permanent, full-time

LOCATION: Mississauga

Position Summary

The Corporate Secretary is a key role in the administration of critical corporate matters and is responsible for coordinating the day to day activities of matters relating to the Board of Directors. These include coordinating and handling all aspects of board committee meetings including logistics and preparation of materials; maintaining and updating corporate records. The incumbent is responsible for preparing and distributing minutes of board meetings and maintaining records of all corporate governance issues.

The incumbent will serve as a focal point for communication to the Board and interfaces with board members to offer support and assistance. S/he will also be responsible for organizing special board events involving internal and external stakeholders including senior level government officials. The position deals with very sensitive and highly confidential information and requires a high level of trust in a fast paced, multifaceted environment.

Qualifications:

- College Education or equivalent in a related field
- Several years experience with at least 5 years of progressive experience in similar or related roles
- Board minute taking experience is essential
- Excellent interpersonal and communication skills
- Excellent organizational and time management skills
- Experience with MS Office – particularly Outlook, Word, Excel and PowerPoint
- Ability to work with minimal supervision
- Good business acumen and analytical skills

We thank all applicants for their interest; however only those selected for interviews will be contacted.



Competencies:

- Commits to producing high-quality work
- Helps create a healthy, respectful workplace
- Listens and responds appropriately and promptly
- Integrates with others across in the organization: Ability to relate with staff at all levels
- Demonstrates flexibility
- Understanding of personal strengths and weaknesses

Qualified candidates are invited to forward their resume by email in MS Word format to hr@ornge.ca or by fax to 647-428-2164 (attention Human Resources) no later than **July 13th** quoting Ref. # **10066**.