

DSA Corporate Services Inc. located in the business core of downtown Toronto has a senior employment opportunity. The company provides corporate secretarial and administrative services to assist their many public company clients in meeting their continuous disclosure requirements with securities regulators and stock exchanges. This position would report directly to the principal of DSA Corporate Services Inc.

Duties

- Facilitate continuous disclosure requirements including media releases, material change reports, filings with regulatory bodies and exchanges, and date monitoring.
- Attend board of director and committee meetings, drafting of minutes and written consent resolutions for the board of directors.
- Assist with annual meetings of shareholders including compliance with regulatory requirements, attend and act as recording secretary.
- Administration of stock option plans including maintenance of continuity schedules, filings with the relevant stock exchanges, preparation of stock option agreements and preparation of treasury directions.
- Liaise with transfer agents concerning shareholders, share capital and shareholder meetings.
- Report as required to the regulatory authorities and stock exchanges.

The Individual

- Self-starter who enjoys a variety of assignments.
- Able to self manage and work with minimal direction on a simultaneous different number of tasks.
- Effective written and verbal communication skills and the ability to liaise with all levels of DSA staff and the personnel of our clients.
- Must be able to work effectively in a team environment and under pressure.
- Ability to produce top quality work with a high degree of accuracy.
- Knowledge of SEDAR and SEDI would be an asset.
- Strong computer skills and proficient use of Microsoft Excel and Word.
- Excellent analytical, numerical and organizational skills are essential.

Qualifications

- Experience in a legal, regulatory or Corporate Secretarial function of a public company.
- Post-secondary degree required. Business degree an asset.
- Chartered Secretarial professional designation an asset.

Attractions

- The variety, breadth and challenge of this role combined with the opportunity for career and skill development will be appealing to an ambitious, high capacity individual.
- The opportunity to interact directly and informally with senior-level professionals, representatives of client companies and be a part of an effective team in a small, multi-discipline office environment.
- A direct ability to see the impact of one's actions.
- To participate in a growth oriented firm and gain exposure to a wide variety of domestic and international business models and industries.

Interested candidates should submit their resumes by November 5, 2010 to:

By Email: sdrake@dsacorp.ca

Or

By Mail: Shaun Drake (Private & Confidential)
DSA Corporate Services Inc.
50 Richmond Street East, Suite 101
Toronto, Ontario M5C 1N7

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.