

Assistant Corporate Secretary, Subsidiaries

This position provides corporate secretarial services to the Subsidiary Companies of Great-West Lifeco Inc., including the preparation and filing of all regulatory, federal, and provincial requirements, in addition to maintenance of the electronic records database and dissemination of information held therein. Working with the Corporate Secretary, the incumbent is responsible for providing the subsidiary companies with corporate governance and regulatory matters.

You will be accountable for:

Corporate Secretarial Services

- Serve as Assistant Secretary or authorized individual for Lifeco's Canadian subsidiary companies, as required.
- Maintain corporate records for the subsidiary companies, both hard copy and electronic.
- Record and maintain annual and special resolutions for the subsidiary companies, working with applicable business units to ensure that information is communicated and captured accurately. Maintenance of General Signing Authorities records.
- Maintenance of Banking and Borrowing Signing Authorities records.

Corporate and Securities Legal Services

- Collaborate with business units on legal transactional matters.
- Provide paralegal assistance for subsidiary companies.
- Provide corporate secretarial assistance on Corporate Securities matters.

Governance, Regulatory Reportings and Filings

- Assist the Corporate Secretary with corporate governance and regulatory matters for the subsidiary companies.
- Assist with regulatory filings requiring under corporate, limited partnership and business name registration legislation

Required Competencies and Behaviours:

- A solid understanding of corporate secretarial and corporate governance sound practices.
- Demonstrated knowledge to deal with all levels of a complex corporate structure; securities law will be considered an asset.
- Superior oral and written communication skills with keen attention to detail.
- Strong organizational and time management abilities. Ability to work well under pressure, prioritize multiple projects and meet deadlines.
- Experience and proficiency with Microsoft Office software, including Word, Outlook, PowerPoint and Excel applications
- Proficiency in internet tools, specifically with respect to corporate filings, searches, etc.
- Strong analytical and interpretive skills.

- Initiative, confidence and good judgment to be able to work independently with minimal direction and to respond effectively to issues that arise in the absence of management
- Well developed inter-personal skills, particularly tact and diplomacy
- Good working knowledge of legal and regulatory environments
- Ability to deal with highly sensitive and confidential information as part of daily duties.

We offer a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal development and growth.

Discover your opportunity....

Apply with cover letter and resume by May 20, 2014.

We foster a culture where a wide range of professionals are learning, growing, and shaping their careers to achieve their personal and professional goals. We're an organization that cares for our customers, our staff and our communities.

Together Great-West Life, London Life and Canada Life serve the financial security needs of 12 million people across Canada, with additional operations in Europe and the United States. As members of the Power Financial Corporation group of companies, we're one of Canada's leading insurers with interests in life insurance, health insurance, investment and retirement savings. We offer a broad portfolio of financial and benefit plan solutions for individuals, families, businesses and organizations.

We are committed to employing a diverse workforce and encourage all qualified individuals to apply. Candidates who are selected for an interview will be contacted.