

**Position Title:** Corporate Secretary  
**Company:** The Oniva Group of Companies  
**Location:** Vancouver, BC  
**Status:** Full-time  
**Start Date:** ASAP

**Position Overview/Duties/Responsibilities:**

Reporting to the CEO, the successful candidate will generally be responsible for ensuring proper maintenance of a number of public companies and their subsidiaries, including the following:

- Board and Committee meetings: preparing notices and agendas and compiling and distributing comprehensive board packages; preparing and circulating an annual calendar of board and committee meetings and other key dates;
- Act as recording secretary at all meetings of the Board and the various committees of the Board;
- Maintaining the minute books of the Corporation and certain subsidiaries;
- Preparing and circulating minutes of meetings and/or consent resolutions, as the case may be;
- Maintaining a schedule of board and committee attendance and, in collaboration with the finance department, ensuring payment of directors' fees;
- Update various organizational charts, and subsidiary registers;
- Preparing an annual financial statement blackout calendar and circulating blackout notices, as required;
- Maintaining the Corporation's corporate governance materials, including all mandates, charters and policies;
- Liaise with the Corporation's transfer agent, including the preparation of treasury orders;
- Manage the Corporation's stock option and long-term incentive plans and, in collaboration with the finance department, maintain records required in respect of option grants, exercises and cancellations;
- Preparation of contracts and agreements as may be required which may also include liaison with counsel;

- Coordination of all aspects of the annual general meeting, including the preparation of annual meeting materials, annual board assessment questionnaires, etc.;
- Preparing or assisting in the preparation of all continuous disclosure filings, including the Corporation's annual information form, Form 20F and ensuring that such filings are made in a timely manner as prescribed by applicable securities and corporate legislation and stock exchange policies;
- In collaboration with management and counsel, preparing financing documentation, including prospectuses and private placement related documentation;
- SEDAR, SEDI, and SecureFile filings, as may be required;
- Perform other related duties as required.

**The successful candidate will be a highly experienced corporate secretary with:**

- 5+ years of relevant experience (securities and corporate), preferably with a Canadian publicly traded company;
- Very strong knowledge of TSX/TSX-V stock exchange requirements;
- Excellent communication skills;
- Proficient with Microsoft Office programs;
- Superior time management skills, multi-tasking skills and the ability to manage work flow and priorities;
- Demonstrated experience recording accurate minutes of meetings;
- Solid drafting skills.

Please e-mail your resume to the attention of Dorothy Chin at [dchin@oniva.ca](mailto:dchin@oniva.ca). We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.