

## Response Biomedical

Response Biomedical Corporation (TSX: RBM, OTCBB: RPBIF) develops, manufactures, and markets rapid on-site diagnostic tests for use with its RAMP® platform for clinical and environmental applications worldwide. RAMP® represents a new paradigm in diagnostics that provides high sensitivity and reliable information in minutes. It is ideally suited to both point of care testing and laboratory use. The RAMP® system consists of a reader and single-use disposable test cartridges, and has the potential to be adapted to more than 250 medical and non-medical tests currently performed in laboratories.

The success and constant development of Response is the effect of the extraordinary performances from the Response team. Our employees work in an environment where opinions and contributions are truly valued, and team players collaborate to achieve company goals, milestones, and reach beyond the standards. Many of Response employees have managed to progress in their career within the company. We get excited about the outstanding people that we work with, and look forward to adding to our great team of people.

We offer a competitive base salary package, short-term incentive plan, stock options, and benefits program.

Response Biomedical borders Vancouver and Richmond, and is conveniently located near the Arthur Lang Bridge, Vancouver International Airport, and is a 15 minute drive from downtown Vancouver. Response is a short bus ride to Marine Drive Station on the Canada Line.

We are currently seeking a dynamic and motivated individual to join our team filling the highly responsible position of Corporate Secretary.

The successful candidate for this position will have a minimum of 5 years of experience with corporate/securities law, drafting and reviewing contracts, and prior experience as a Corporate Secretary with a publicly traded company is preferred.

Strong organization skills, a solid work ethic, and top-quality time management skills are essential in this role. The successful candidate is flexible, adaptable, and is comfortable with changing priorities, combined with a high level of motivation and initiative. The incumbent must be comfortable working alone and in teams, and must have excellent communication skills. This is your opportunity to be part of the growth of an exciting organization.

As a successful candidate, you will become an essential member of the Administration team.

- You have experience and have been involved in, creating, implementing, and managing a contracts management database system for a broad variety of domestic and international contracts. You also have experience in performing initial review of contracts and drafting amendments.
- You have demonstrated proficiency with corporate transactions, including but not limited to, managing basic corporate records, online filings related to a publicly traded company, conducting corporate searches, drafting resolutions and agreements, sending out minute books, related due diligence matters, maintain corporate data room, and filing systems, including the management, tracking, and retention of files in offsite storage facilities.
- You have experience with maintaining Board of Directors administration as well as assisting in the aspects of coordinating Board of Directors events, and meetings. You will also assist in the creation and preparation of all Annual General Meetings materials.

*We invite you to apply on line at our website [www.responsebio.com](http://www.responsebio.com), or email your resume in confidence to: [jobs@responsebio.com](mailto:jobs@responsebio.com) Attn: Human Resources – CS (your name).*

We appreciate all interested submissions; however, we are only able to contact short listed candidates.