

WATSON™

Governance Services Coordinator

WATSON Helps Organizations Perform Better

WATSON is the number one choice for evaluating, connecting, and building highly effective boards and leaders. As innovators in our field, we work with publicly listed companies, private companies, Crown corporations, not-for-profits, credit unions and member-based organizations. Direct and accessible, we are not afraid to speak our mind and look different. We are looking for an enthusiastic, dedicated administrative professional to join our office as our next...

Governance Services Coordinator

This is an excellent opportunity for a customer oriented, detail driven individual with well developed interpersonal and communication skills. You will contribute to the client's experience during all aspects of governance-related services through project management and excellent customer service. You will coordinate communications, meetings and solutions with both clients and the internal team. You will also provide executive administrative and personal assistance to the President and Governance Associates.

Who are you? Coupled with a post-secondary diploma in office, business or legal administration, you have at least 3 years of relevant experience in a professional services environment, preferably with experience in legal or governance-related issues. With a client-focused attitude, you can multi-task and meet concurrent deadlines with a high level of professionalism. You are detail oriented and an expert in word-processing and MS office applications. You care about people, high standards, respect, and diversity, and enjoy working in a confidential environment with senior executives and directors.

To express your interest in this position, please send your cover letter and resume to resumes@watsoninc.ca by August 30, 2013. Only candidates being considered will be contacted.

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