

ASSISTANT CORPORATE SECRETARY

Located in **Winnipeg, MB**, this position provides corporate secretarial services to Great-West Lifeco Inc. and its subsidiaries. Working with the Corporate Secretary the incumbent is responsible for the preparation of board meetings including the drafting of agendas, resolutions, and board material. The individual is responsible for drafting Board and Committee Minutes which requires a comprehensive understanding of complex corporate and business matters and strong attention to detail. The incumbent is responsible for assisting the Corporate Secretary with corporate governance and regulatory matters.

You will be accountable for:

Board and Committee and Management Committee Minutes

- Draft the Board and Committee minutes for Lifeco and its major Canadian operating companies (over 225 sets of minutes per annum). This involves reviewing all Board and Committee material and comprehending complex corporate and business matters.
- Draft the Committee minutes for all Management Committees. This involves reviewing all material and comprehending complex corporate and business matters.
- Review draft minutes with respective Executive and Senior Officers, and Committee Chairmen.
- Maintain Corporate minute books, including duplicate minute books and microfilming (in conjunction with Corporate Archives).

Board and Committee Responsibilities

- Working with Executive and Senior Officers, prepare Agendas for Board and Committee meetings. Direct communication with the Chairman of the Board or Chairman of a Committee as required.
- Compile and distribute Board and Committee materials.
- Maintain Board and Committee Matrix (a comprehensive roadmap of routine and non-routine Board and Committee business and governance matters, the related materials, resolutions and presenters for Board and Committee meetings).
- Draft routine and non-routine Board and Committee Resolutions.
- Maintain electronic library of approved Resolutions
- Prepare certified copies of Resolutions for internal and external parties.
- Compile and maintain Board and Committee meeting files, including the identification and safekeeping of privileged documents.
- Post-Board meeting requirements, consisting of distribution to respective Executive and Senior Officers of Resolutions and approved corporate policies.
- Maintain Board and Committee Charters and Position Descriptions.
- Maintain Board and Committee Membership Chart.

Corporate Governance and Regulatory Matters

- Assist the Corporate Secretary with corporate governance and regulatory matters.
- Assist with regulatory filings requiring Directors' information.
- Responsible for the coordination of Director Education Symposiums and new Director Orientation Programs.

Required Competencies and Behaviours:

- Preference will be given to candidates who possess a minimum of 3 years experience in a Corporate Secretarial role or in house Paralegal position for a publicly listed company.
- A solid understanding of corporate secretarial and corporate governance sound practices.
- Proficient knowledge of corporate and securities law will be considered an asset.
- Superior oral and written communication skills (including proofreading) with keen attention to detail.
- Strong organizational and time management abilities. Ability to work well under pressure, prioritize multiple projects and meet deadlines.
- Advanced computer skills (Excel, Word, PowerPoint)
- 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
- 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.

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Apply with cover letter and resume to GreatWestLife.com by November 22, 2013.

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.