

ASSISTANT, BOARD AFFAIRS

LOCATION: TORONTO, ONTARIO

Green Shield Canada (GSC) is not your traditional benefits provider. We're different, and that's a good thing.

As Canada's only national not-for-profit health and dental benefits specialist, our reason for being is to create innovative solutions that improve access to better health. Committed to providing effective cost containment strategies, advanced technology and exceptional customer service, we manage and administer benefit plan programs for 1.6 million plan members nation-wide.

GSC has been selected by Aon Hewitt as one of the Top 50 Employers in Canada. This award confirms GSC's longstanding reputation as a company that respects and engages its employees - one that provides an excellent working environment and offers challenges and career growth.

We are seeking an individual to fill the position of **Assistant, Board Affairs**, located in our Toronto office.

Reporting to the Director, Board Affairs, the Assistant, Board Affairs is responsible for providing and coordinating administrative services in support of the Green Shield Canada Board of Directors and Board Committees

OVERVIEW OF RESPONSIBILITIES:

- Provide confidential administrative support to the Director, Board Affairs.
- Coordinate the production and distribution of agendas, meeting materials and minutes, including the preparation of materials for presentation to the Board of Directors.
- Taking professional-level, confidential minutes at Board Committee meetings and Board of Directors meetings as needed.
- Coordinate all Board and Board Committees meeting logistics, ie. arranging boardrooms, catering, presentation equipment.
- Coordinate travel arrangements for the Board of Directors.
- Maintain files relating to the Board, Board Committee meetings.
- Administer uploading of information to the Board portal.
- Support the organization and maintenance of key company policy documents and records.
- Assist the Director, Board Affairs in researching and collecting governance-related information and benchmarking data.
- Stay current on corporate governance developments for the purpose of identifying and proposing best practices.
- Other duties as assigned.

COMPETENCIES AND QUALIFICATIONS:

- Minimum of 5-7 years of experience with a preference for Insurance or Financial Services industry experience.
- Prior experience working with a Board of Directors and Senior Executives.
- Post-secondary school degree or diploma.
- Strong understanding of corporate governance practices is highly valued. Should have an affinity for governance.
- Excellent organizational and time management skills
- Ability to meet deadlines and manage a variety of requirements and priorities concurrently.
- Ability to interact and develop effective working relationships with a wide variety of stakeholders including members of the Board of Directors, Executives, and members of the Management Team.
- Excellent communication skills (verbal and written).
- Proactive, diplomatic and confident with the ability to develop, foster and maintain relationships.
- Excellent interpersonal skills.
- Analytical, problem solving and critical thinking capabilities.
- Experience with Survey Monkey is considered an asset.
- Ability to work independently and as part of a team.
- Sound judgment regarding ethics, discretion, privacy and confidentiality requirements.
- Strong computer skills – extensive knowledge of Excel, Word, PowerPoint and Internet tools.
- French/English bilingualism would be an asset.

Please apply in confidence to Human Resources at humanresource@greenshield.ca no later April 30, 2013.

Human Resources reviews all applications in relation to available opportunities and contacts persons whose skills and experience match these opportunities. Persons submitting a resume to Green Shield Canada are deemed to consent to the use of their application, and all information contained therein, in relation to recruitment and employment related activities.