

**Job Title:** Assistant Corporate Secretary

**Location:** Head Office, 3300 Bloor Street West Toronto, ON

**Organization/ Description of Company:**

The Technical Standards and Safety Authority (TSSA) is an innovative, not-for-profit organization dedicated to enhancing public safety.

Throughout Ontario, TSSA regulates the safety of amusement devices, boilers and pressure vessels, elevating devices, fuels, operating engineers, ski lifts, and upholstered and stuffed articles. Its range of safety services include public education and consumer information, certification, licensing and registration, engineering design review, inspections, investigations, safety management consultation, and enforcement and prosecution activities. The organization's vision is to be the world leader in public safety services.

TSSA offers a challenging and satisfying work environment with competitive salary, benefits, and pension plans.

**Job Description/ Position Overview:**

- Facilitate all Board and Board Committees meeting logistics including preparing and distributing agendas, briefing materials, notifications and meeting minutes
- Administer the Board portal – posting meeting materials, updating archival material including the orientation manual, By-law, MOU and corporate governance resources. Provide support to the Directors on their use of an iPad2 and Board portal.
- Attend all Board and Board Committees meetings for the purposes of recording minutes and highlighting decision and/or information items, actions and directives
- Co-ordinate delivery of Board and Committee work plans and reporting on outstanding action items to ensure that the information is provided to Board and Committee members in a timely manner
- Coordinate delivery of the annual director development plan including orientation of new directors
- Maintain the Board and Expanded Delegation of Authorities documents on behalf of the Corporate Secretary including ensuring all delegations to management are current
- Manage the organization and maintenance of key company policy documents and records )
- Promote and facilitate open communication links and ensure an effective flow of information between the Board, Committees, management and outside advisors
- Stay current on corporate governance and corporate secretariat services developments for the purposes of identifying and proposing innovations or best practices that should be considered at TSSA
- Develop personal growth opportunities

## **Job Requirements/ Duties**

- University degree or diploma, ideally in law or a related study; Corporate secretary designation is an asset; Courses or education in corporate governance are an asset
- Advanced computing skills including MS Office Suite and Google Business Applications
- Sound knowledge of corporate governance
- Excellent written and verbal communication skills
- Accurate, timely and concise minute-taking skills along with strong attention to detail in composing, typing and proofing materials
- Customer and employee relationship management skills
- Priority/time management, records and quality assurance management
- Information gathering - gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

## **Contact Details**

Interested candidates, please apply using [www.tssa.org](http://www.tssa.org) and select "Corporate" and navigate to the careers portal

## **Currency:**

*At TSSA, we value the diversity in our workplace and we are committed to employment equity. We encourage all qualified persons to apply. Only those selected for an interview will be contacted.*

**Application Deadline:** September 21, 2012

**Employment Status:** Full Time