

**Job Title:** Associate Corporate Secretary & Compliance Officer

**Company:** Large Company

**Location:** Ottawa, Ontario

**Application deadline:** October 14, 2010

**JOB SUMMARY:**

Company seeking Lawyer with a minimum of 10 years of relevant experience for the position of Associate Corporate Secretary & Compliance Officer to implement and coordinate the activities and strategies of the Corporate Secretariat. Must establish Board & Committee agendas, prepare relevant documents and all minutes. Must also recommend appropriate course of action to Corporate Secretary re: matters of corporate governance and ensure compliance with by-laws, corporate policies and procedures. Must represent the organization in a variety of settings and circumstances. Must be bilingual; demonstrate excellence in management, leadership skills, inter-personal skills and client-service orientation. Must have ability to work in a 'regulated' environment where oversight and precision cannot be compromised. Occasional travel.

For further information, please contact:

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