

## **Job Title: Assistant Corporate Secretary**

Permanent Full Time

### **Assistant Corporate Secretary**

The Corporate Secretary's Office provides valuable corporate secretarial and governance support to Canada Life and Great-West Lifeco. Reporting to the Director, Board Services, the Assistant Corporate Secretary will manage corporate secretarial matters and processes relating to Canada Life and Great-West Lifeco's board and board committee meetings. The incumbent will be a subject matter expert in board/corporate governance and related regulatory requirements.

The Assistant Corporate Secretary must be detail-oriented, proactive and adaptable, and be able to work independently in a fast-paced environment and to exercise discretion while managing confidential and sensitive information.

#### **What you will do:**

- Work with executive and senior management to coordinate board and committee meeting requirements, including preparing agendas and other meeting related documents.
- Compile and distribute board and committee materials to directors via Diligent electronic board portal.
- Draft meeting minutes for board, board committees, and relevant management committees and subsidiary companies on behalf of the Corporate Secretary.
- Maintain board and committee roadmap.
- Assess compliance with board and committee charters.
- Draft routine and non-routine board and committee resolutions.
- Prepare certified copies of resolutions for internal and external parties.
- Review and identify sensitive and privileged documents for maintenance of board and committee meeting files.
- Coordinate and provide logistical support for board and board committee meetings, onboarding, education and strategy sessions.
- Provide corporate secretarial support to key management committees that report up to the board of directors and its board committees.
- Respond to requests from business areas and corporate functions regarding directors, board and board committee meetings and materials.
- Assist with corporate governance and regulatory matters as required.

#### **What you will bring:**

- 3+ years relevant work experience in a corporate secretarial role or in-house paralegal position, preferably for a publicly listed company.
- Familiarity with corporate law and practice is an asset.
- Expertise in corporate secretarial and corporate governance regulations, developments, and best practices.
- Demonstrated knowledge to deal with all levels of a complex corporate structure.
- Excellent relationship management skills, with proven ability to work with stakeholders at all levels of the organization, including direct interaction with the Board of Directors.
- Excellent interpersonal and communication skills, both written and verbal.
- Demonstrated business professionalism, respect for confidentiality and appropriate handling of sensitive information.
- Strong organizational and time management abilities, with proven experience working effectively under pressure and determining priorities while dealing with conflicting deadlines.
- Self-motivated and able to work both independently and in a collaborative team environment.
- Able to work with minimal direction and to respond effectively to issues/ unexpected situations that arise using initiative, confidence, independent judgment and tact.

- Proficient in Microsoft Office suite (Outlook, Word, PowerPoint, Excel, Microsoft Teams) and electronic board portal software (e.g. Diligent Boards).
- Based on the needs of the business this role would be required to work flexible hours, including work outside of normal business hours.
- Ability to travel (within Canada) to support in-person Board meetings.

***Given the size and scope of our organization, we have the flexibility for this position to be located in the following head office locations: Winnipeg, Toronto.***

The base salary for this position is between **\$61,900 - \$114,500** annually. This represents base salary only and does not represent other variable compensation components of our total compensation ( i.e. annual bonus, commission etc). If you are selected to move forward in our recruitment process, your recruiter will be able to discuss additional details of our total rewards program with you.

Career opportunities will be open a minimum of 5 business days from the date of posting, closing dates will vary depending on the search activity. All applications received will be reviewed on a rolling basis.

Be your best at Canada Life- Apply today!

Being a part of Canada Life means you have a voice. This is a place where your unique background, perspectives and talents are valued, and shape our future success.

You can be your best here. You're part of a diverse and inclusive workplace where your career and well-being are championed. You'll have the opportunity to excel in your way, finding new and better ways to deliver exceptional customer and advisor experiences.

Together, as part of a great team, you'll deliver on our shared purpose to improve the well-being of Canadians. It's our driving force. Become part of a strong and successful company that's trusted by millions of Canadians to do the right thing.

Canada Life serves the financial security needs of more than 13 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 providing an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live, and to creating an environment where every employee has the opportunity to reach their potential.

It is our priority to remove barriers to provide equal access to employment. A Human Resources representative will work with applicants who request a reasonable accommodation during the application process. All information shared during the accommodation request process will be stored and used in a manner that is consistent with applicable laws and Canada Life policies. To request a reasonable accommodation in the application process, contact [talentacquisitioncanada@canadalife.com](mailto:talentacquisitioncanada@canadalife.com).

Canada Life would like to thank all applicants, however only those who qualify for an interview will be contacted.

Contact Details: Billy Stewart- [Billy.Stewart@canadalife.com](mailto:Billy.Stewart@canadalife.com)

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