

General Bank of Canada

General Bank of Canada is a Schedule 1 Chartered bank headquartered in Edmonton, Alberta, and part of the Wheaton Group. Our journey began in the 1950s with an entrepreneurial spark that has grown into one of Canada's fastest-growing small banks, delivering innovative financing solutions across automotive, aviation, and commercial sectors.

At GBC, our core values of Trust, Discipline, People-Centric Approaches, and Innovation drive every decision we make. We leverage our nimble structure to pioneer forward-thinking banking solutions in the digital era. Proudly certified as a Great Place to Work for six consecutive years, we are dedicated not only to transforming banking but also to making a real impact in the communities we serve. Since 1969, our ongoing partnership with United Way has fueled volunteer initiatives, fundraising, and community programs that truly change lives. When you join our team, you're contributing to a future where innovation and community go hand in hand. We love it here and know you will too!

The Opportunity

General Bank of Canada is looking for a permanent, fulltime **Risk & Governance Coordinator** to ensure effective governance operations and executive team coordination by providing administrative, operational, and strategic support. As part of the Risk, Compliance and Security team, the Coordinator will work closely with internal departments, the Board of Directors, and external partners to coordinate and distribute quarterly Board packages and committee materials, maintain annual Board committee checklists to ensure required governance activities are completed on schedule, support governance and regulatory reporting and provide high-quality administrative support to the Senior Leadership Team (SLT).

This role will facilitate seamless governance coordination, document governance decisions, coordinate scheduling, agenda preparation, minute-taking, action-item tracking and enhance policy processes. The required outcomes of this position include producing detail-oriented, highly organized, professional and consistent visually polished documents and coordination.

Position Responsibilities

Risk Governance & Policy Management

- Execute a review and streamlining project for the organization's policies, identifying opportunities to improve clarity, alignment, and efficiency in governance.

- Implement the policy management schedule, ensuring policies are updated, reviewed, and approved in accordance with requirements and timelines.
- Maintain the policy repository, track approvals, and ensure alignment with regulatory expectations and internal risk frameworks.
- Support key stakeholders to provide best practices for policy development and implementation.

Process Improvement

- Identify efficiencies in risk governance processes, policy management, and reporting workflows to improve effectiveness.
- Implement best practices for risk documentation, ensuring risk governance activities are structured and repeatable.
- Work closely with risk, compliance, and business unit stakeholders to enhance policy governance and governance reporting processes.
- Support continuous improvement initiatives related to risk governance frameworks, ensuring alignment with evolving regulatory and industry standards.

Board Governance & Risk Committee Support

- Administer Risk and Board committees, including scheduling, agenda setting, and coordination with key stakeholders.
- Prepare, compile, and distribute committee meeting materials, risk reporting packages, and governance presentations.
- Take accurate and well-structured minutes for risk committee meetings, ensuring clear documentation of decisions and follow-up actions.
- Assist in preparing risk governance materials for Board and executive reporting, ensuring clarity, accuracy, and alignment with strategic objectives.
- Track and escalate outstanding action items to ensure timely resolution.
- Ensure Board governance framework reflects good industry practice and meets regulatory requirements.
- Collaborate with the Corporate Secretary and President to plan and organize all aspects of Board meetings, including venue selection, accommodation, and transportation, invitations, attendance, and other logistics for both the meetings and related events.
- Maintain accurate records of Board Directors, including administering required annual attestations and assessments, reporting, as well as coordinating Director payments and retainers and managing the associated reporting and documentation.
- Assist with governance onboarding and training for new directors.

Risk Reporting & Coordination

- Compile and enhance risk reporting packages, ensuring data accuracy, consistency, and timely delivery to stakeholders.
- Support governance-related projects, including enhancements to risk reporting and governance structures.
- Maintain governance documentation, ensuring adherence to regulatory requirements and internal risk frameworks.
- Manage communications between Financial Institutions Supervisory Committee (FISC) and regulatory agencies (OSFI, FCAC, CDIC, Bank of Canada, etc.).
- Support coordination of external reporting to regulators, including drafting, compiling, and finalizing communications with input and approval from the President, CEO, and relevant stakeholders.
- Track, monitor and report on outstanding items, delivery dates and ensure that the Bank is on track for delivering on its documented remediation plans.

Strategic Leadership Support

- Attend SLT meetings to support meeting minute taking, tracking action items, etc.
- Coordinate and manage the preparation, production, and submission of various documents, including summary briefs, reports, presentations, invoices, memos, letters, financial statements, contracts, and other correspondence, ensuring accuracy and completeness.

What You Bring to the Table

Required Qualifications

- Post-secondary education in administration, business or a related field such as clerical support.
- Previous experience in administrative, coordination, or executive support roles.
- Exceptional organizational and time management skills, with a proven ability to manage complex workflows, competing deadlines, and high-volume documentation with precision and consistency.
- Well-established, structured and methodical approaches to coordination, scheduling, tracking, and follow-up to ensure nothing is missed.
- Meticulous attention to detail and a strong commitment to accuracy, consistency, and follow-through.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint).

Preferred Qualifications

- Post-secondary education in risk management, governance, business, or law.

- Experience creating, compiling, and managing risk and/or governance reporting.
- Experience in risk governance, compliance, policy management, or risk operations in a financial or regulated environment.
- Understanding of policy governance and best practices in policy development.
- Proven ability to identify inefficiencies and implement process improvements in governance and policy workflows.
- Experience with Board or regulatory reporting, including Board governance materials, and/or committee documentation.
- The ability to learn and lead the data input into corporate software solutions such as Diligent, Protecht, etc.

Position Details

- **Status:** Permanent, fulltime
- **Workplace Model:** In-Office (11523 100 Ave NW., Edmonton)
- **Location:** Edmonton, AB.
- **Working Conditions:** Office environment with the ability to work remotely if required.
- **Compensation:** The salary range for this position is \$61,691 to \$83,465. Compensation is commensurate with qualifications.
- **Posting Deadline:** Posted until filled

What GBC Brings to the Table

At General Bank of Canada, we offer more than just a paycheque. We offer the opportunity to build your career and elevate it to new heights. Our compensation package includes base salary, group benefits, and a matched retirement savings plan program.

Our group benefits ensure you and your dependents are covered for extended health, dental, and vision care. We also provide flexible spending accounts, replenished annually, to help cover additional medical and wellness expenses. Recognized as one of the Best Workplaces for Mental Wellness in 2025, we take mental health seriously. That's why we offer extra coverage for mental health practitioners and a dynamic employee assistance program.

As an employee, you can expect more than just our competitive compensation package, comprehensive group benefits, and matched retirement savings plan. We also offer the following:

- **Generous paid time** off to promote healthy work-life harmony.
- **Collaborative work environment** where your voice and opinions are valued.

- **Exclusive employee perks**, including discounts for various products and services.
- **Beautiful downtown office location** with an onsite gym and Edmonton's best rooftop patio.
- **Engaging social events** each month, offering unique experiences and opportunities to connect with colleagues, meet new people and enjoy some fun.
- **Professional development and tuition support** to help you advance your career.
- **Welcoming teams** that celebrate diversity and prioritize inclusion.
- **Give back to your community**. As a proud partner of the United Way, we offer numerous initiatives throughout the year for you to get involved and make a meaningful impact.
- **Make an impact**. Join one of our employee-led committees to develop leadership skills, expand your network and contribute to our strong corporate culture.

How to Apply

We invite you to apply directly through our Careers portal at generalbank.ca/careers. If you need assistance, you can contact us at HR@generalbank.ca. While we appreciate all applications, only candidates selected for further consideration will be contacted directly.

At General Bank of Canada, we believe that diversity drives innovation and fosters a culture of inclusion. We are proud to be an equal-opportunity employer, dedicated to creating a welcoming and supportive environment for all employees. We are committed to building a diverse and inclusive workforce that mirrors the rich diversity of our communities and customers.

We believe that accessibility is a fundamental aspect of our commitment to diversity, equity, and inclusion. Our goal is to ensure that every candidate has an equal opportunity to succeed during the interview process, and we will work with candidates requiring accommodations. If you require an accommodation, please reach out to our HR team directly (HR@generalbank.ca).

We welcome and encourage applications from individuals of all backgrounds and abilities, including those who are underrepresented in the financial services industry. We do not discriminate based on race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, or any other legally protected status.

Applicant Privacy Notice

To learn how we collect, use, and protect your personal information during the recruitment process, please review our **Applicant Privacy Notice** at the following link: <https://www.generalbank.ca/careers/>.