

**We are currently looking for a highly motivated
Assistant Corporate Secretary to join the OPB team.**

Reporting to the General Counsel & Corporate Secretary, the Assistant Corporate Secretary plays a key role in supporting leading edge corporate governance at OPB. As a strong client relationship builder, you will provide efficient and effective support for OPB's Board of Directors and its six standing Committees as well as expertise and assistance in directing governance processes including developing, coordinating, and recommending innovative corporate governance policies and procedures. You will research and actively monitor best practice developments and trends to prepare recommendations, briefing materials and update manuals to assist in keeping Board members apprised of governance trends and developments.

You will manage all Board and Committee meeting logistics, including coordinating, preparing, and distributing agendas and materials, attending meetings and producing meeting minutes and briefing notes. Working closely with Committee chairs and senior management, you will ensure action commitments are noted and followed through as well as analyze submissions and reports, draft and coordinate the preparation of Board resolutions, summary briefs and reports and effectively liaise with senior management, Board members and external contacts on Board related matters.

OPB also provides third party administration for a smaller pension plan, and you will provide the same meeting logistics support as for OPB, working closely with that pension plan's Board Chair and OPB's Director, Managed Plans & Regulatory Filings.

Key Qualifications:

- Degree or Diploma in Business Administration, governance expertise and several years experience supporting senior management or an equivalent combination of education and experience.
- Demonstrated knowledge of administrative methods and techniques, particularly as they apply to Board and Committee work.
- Excellent time management skills and proven ability to multi-task in a professional, high pressure senior executive environment.
- Well-developed communication and interpersonal skills to facilitate liaising with senior management, a sophisticated Board of Directors, and external contacts at a variety of levels.
- Specialized experience with MS Office products and board portals (Diligent preferred) and familiarity with virtual meeting platforms.
- Well-developed organizational skills to coordinate material for Board packages and ability to work closely with Senior Executive team and the Board to develop agendas and schedules for Board and Committee meetings, prepare Board packages, prepare and distribute official minutes of Board and Committee meetings, and maintain records of all governance issues.
- Governance Professionals of Canada designation an asset.
- Knowledge of public sector/pension/financial services industry an asset.
- Desire to work in a collaborative team environment and to build relationships with colleagues and stakeholders, both internally at OPB and externally as appropriate.

Please visit OPB's Career page to apply: <https://opb.talcura.com/candidates/home.aspx>

The competition will remain open until a successful candidate is selected or until the competition is closed.

This competition is open to all employees of OPB and has been advertised on LinkedIn. OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening.

We thank all applicants, however only those selected for an interview will be contacted.