

## **Assistant Corporate Secretary (Hybrid)**

Compelled by our desire to become a globally recognized top tier regulatory agency. We are passionate about the environment and motivated by our want to enable innovation within the energy sector. We are committed to the economic and social development of Ontario and work every single day to deliver public value to Ontarians. We are a diverse, driven, transparent and thoughtful team, and are accountable to each other, the sector, and customers we serve. We are the **ONTARIO ENERGY BOARD (OEB)**.

The Assistant Corporate Secretary will play a key role in providing efficient and valuable advice to the Corporate Secretary, the Board of Directors and Executive Leadership Committee at the OEB. Working closely with the Corporate Secretary, the Assistant Corporate Secretary will support the coordination, facilitation and recording of the activities of the Board of Directors and Board Committees and provide guidance on matters of corporate governance.

### Responsibilities

- Assist in the planning, coordination, logistics and administration of all matters related to Board of Directors, and in support of Board of Directors meetings.
- Collect, review and proofread all documentation and materials sent to Directors; Ensure accuracy and quality of materials prior to timely delivery to Directors.
- Research emerging issues and best practices in corporate governance.
- Prioritize, and follow up on incoming issues and concerns, including confidential and sensitive matters;
- Provide support and advice to the Corporate Secretary in carrying out duties relating to the effective governance at the OEB;
- Act in place of the Corporate Secretary when the Corporate Secretary is unable to act.
- Track and maintain all records in compliance with records management policies and procedures and for audit purposes.
- Undertake research and special projects to support other divisional priorities.
- Recommend improvements in processes and practices to achieve business efficiencies.

### Qualifications

- Bachelor's degree in Political Science, Economics, Business or similar.
- Governance designation or knowledge about corporate governance considered an asset.
- 2-3 years' experience in a professional work environment with experience in research, corporate governance or providing senior level administrative support. Providing support to Board of Directors or Internal Executive Committees would be an asset.
- Proficient knowledge of Microsoft Office (Word, Excel, PowerPoint), Teams and SharePoint. Experience in Diligent Board Books and Adobe would be an asset.
- Strong organizational skills with attention to detail and demonstrate ability to provide high level of accuracy.
- High level of professionalism and ability to act with tact, diplomacy and discretion when dealing with sensitive and confidential information.
- Superior verbal/written communications, organizational and interpersonal skills.

Position Title: Assistant Corporate Secretary

Company: Ontario Energy Board

Location: Toronto, Ontario

Application Deadline: Sunday April 30, 2023

Position Overview: please see the above job ad

Duties / Responsibilities: please see the above job ad

Contact Details: Alisha Singh ([alisha.singh@oeb.ca](mailto:alisha.singh@oeb.ca))