

## **Manager, Corporate Secretariat**

*Our client is a major Canadian corporation.*

Due to continued growth, our client is seeking to add an experienced **corporate / securities law clerk** or **corporate secretary** to join their executive offices located right on the Yonge subway line. Reporting to the SVP, Legal and General Counsel, the Manager of the Corporate Secretariat will have day-to-day responsibility for the corporate secretarial functions of this major Canadian corporation. Responsibilities will include handling all aspects of board, committee, and shareholder meetings including logistics and preparation of materials; maintaining and updating corporate records; securities compliance; company policy administration; contract management and other duties.

The successful candidate will have **5+ years** of experience as a corporate/securities law clerk or in a corporate secretarial role with a public company. You will have excellent oral and written communication skills, proven administrative and organizational skills, and the confidence and maturity to work effectively with senior management and directors of the company.

If you have the requisite skill-set, please apply in confidence to Danya Cohen or Coreen Lawton (both Canadian qualified lawyers) at RainMaker Group.

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