



OAKVILLE HYDRO CORPORATION

November 27, 2009

BOARD ASSISTANT (1-year contract)

This Management position provides administrative support to the Board and Committee Chairs.

Responsibilities:

- Arranges and confirms the Board and Committee meetings, and ensures all matters pertaining to these meetings are documented. This includes set-up and clean up of Board Room, arranging catering, preparing documentation packages etc.
- Attends Board and Board committee meetings, records, transcribes and composes the minutes of meetings in a timely and professional manner to meet the standards required by the organization
- Carries out all duties assigned by the Board and Committee Chairs and the Corporate Secretary or designate to facilitate efficient and effective administrative support services while ensuring standards of confidentiality are maintained
- Proofs, edits, formats and on occasion composes correspondence for the Corporate Secretary
- Researches and prepares relevant internet/newspaper clipping materials for the Board of Directors
- Formats Board of Directors' meeting agenda book, including preparation of draft resolutions and ensure prompt delivery to all board members.
- Ensures that all documents are correctly filed and easily accessible to Board Members and that records are kept of legal matters
- Participates in consultations and committees as required

Qualifications:

- Office Administration or Legal Secretarial degree/diploma or equivalent work experience.
- Minimum 6-10 years demonstrated senior administrative experience at the Executive Level with a focus on administrative liaison with the Board of Directors with appropriate professionalism or experience as legal secretary for corporate law practices
- Demonstrated ability to track multiple projects and action follow up
- Excellent oral and written communication
- Excellent interpersonal, problem-solving and organizational skills with a proficiency in a full range of office responsibilities and procedures.
- Excellent in managing external relationships with clients and key stakeholders.
- Able to handle sensitive and confidential situations with a high degree of tact, confidentiality and professionalism.
- High comfort level and tolerance to manage stress and be effective with numerous tasks, competing projects, and role demands with significant time pressures.
- Ability to maintain a confidential work environment
- Flexibility in work schedule. Position requires evening, early morning and weekend work at times

Please submit your resume to Human Resources hr@oakvillehydro.com by 4:30 p.m. December 4, 2009