



IRI is a leading provider of corporate and fund governance consulting services. IRI sets up and runs independent review committees for mutual fund managers.

We are now looking to immediately hire an experienced and ambitious governance secretary.

As a fast growing, entrepreneurial company we need a hard working person who is meticulous about details in documentation.

Functions:

- Preparing committee papers
- scheduling meetings
- keeping minutes
- updating records on our electronic compliance office database
- preparing reports
- preparing educational materials
- setting up new clients in the compliance office
- administering the compliance office.

Preferred Start date: January 2, 2008

Minimum Experience

- 3-4 years experience of preparing board papers and minutes of meetings
- Para legal or ICSA or equivalent
- Good Microsoft Office skills

Contact: Janet Keefe (Office Manager) ☐

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