

Job Title: **Corporate Secretary Assistant**
Job Number: LEG00213-9
Company: TELUS Communications Inc.
Location: Vancouver, BC (555 Robson Street)
Date: April 2009

About TELUS:

TELUS is a great place to work. You can see it in our team members. The diversity of the TELUS team and their unique contributions set us apart from the competition. Our success is based as much on our future friendly team as the innovative internet, voice, data and wireless products and solutions we offer. Our team members include people like you - enthusiastic, innovative, passionate and energetic. We believe that you'll find our high-performance culture personally fulfilling, professionally challenging and financially rewarding.

Position Overview:

This is an exciting opportunity to join a team that is dedicated to advancing corporate governance best practices at TELUS.

As Corporate Secretary Assistant, you will play an integral role in providing administrative support to the TELUS Corporate Secretary team. You will coordinate Board and Shareholder meetings including the meeting logistics, preparation of agendas, notices of meetings, and timely delivery of Board materials. You will also maintain a web-based electronic database of Board and Committee information and act as the first point of contact for the Board of Directors on administrative matters and support.

This role entails travel on a quarterly basis to attend Board and shareholder meetings. The successful individual should also be highly available prior to upcoming Board meetings as well as during Board and shareholder meetings.

Responsibilities:

- Perform all aspects of secretarial duties for the Corporate Secretary team including drafting and revising documents and correspondence
- Assist in maintenance of corporate records and preparing associated filings
- Oversee travel arrangements
- Act as first point of contact for the Board of Directors on administrative matters and support

Required Knowledge and Skills:

- Proven ability to meet tight deadlines while ensuring high quality work standards
- Ability to exercise sound judgment in regards to setting priorities and handling client requests
- Proven ability to effectively handle confidential materials / issues
- Demonstrated excellent writing and proofreading skills combined with a high degree of accuracy and attention-to-detail
- Strong problem solving skills
- Ability to handle multiple projects in a changing environment
- Proven ability to be proactive and effective with minimal supervision
- Exceptional inter-personal skills and diplomacy
- Proven ability to foster strong relationships at the Executive and Board level
- Superior proficiency in Windows-based office software applications (such as MS Word, Excel, PowerPoint, Outlook)
- Ability to learn quickly and adapt to changing situations and priorities
- Some legal knowledge and understanding of board functions are desirable

Required Experience and Education:

- Minimum 5+ years experience as a senior assistant (preferably with experience as an Executive Assistant)
- Secretarial diploma / certificate from a post-secondary educational institution

HOW TO APPLY:

Please submit all applications online via www.telus.com/careers.

Submission deadline: April 24, 2009