

**A rapidly growing public company in Calgary AB is looking for an experienced Corporate Secretary.**

As Corporate Secretary you will serve as the focal point for communication with the board of directors and senior management and play a key role in the administration of important corporate matters.

**Responsibilities:**

- Act as active partner and advisor to the Board to ensure effectiveness and good governance.
- Manage all board meeting logistics including preparation and distribution of printed materials, meeting agendas, notifications, and minutes.
- Attend board meetings and record minutes, highlight board and committee decisions, actions, and directives
- Prepare all correspondence for the board
- Maintenance of corporate records and prepare associated filings

**Qualifications:**

- Proven ability to meet tight deadlines and to effectively prioritize work while maintaining a high quality of work
- Proven ability to demonstrate discretion in preparing, disclosing and handling information of a confidential and sensitive nature
- Ability to handle multiple projects in a changing environment
- Outstanding interpersonal skills and a proven ability to foster strong relationships at the Executive and Board level
- Superior proficiency in Windows based software applications (Word, Excel, Power Point, Outlook)
- Ability to learn quickly and adapt to changing situations and priorities
- Understanding of board functions

**Experience and Education:**

- 5-7 years of Secretarial/Administrative experience
- Experience in providing support to a Board of Directors and senior management

Position includes a competitive salary and a comprehensive benefit package.

Please apply with resume and cover letter to:

Fax: 403-329-7936

Email: [Pamela.smith@cscs.org](mailto:Pamela.smith@cscs.org)