

Brookfield Asset Management

Corporate Secretary
Toronto, Ontario

Brookfield Asset Management Inc. (“Brookfield”) is a global asset manager focused on property, power and infrastructure assets. The company has over \$90 billion of assets under management and is co-listed on the New York and Toronto Stock Exchanges under the symbol BAM.

We are looking for a Corporate Secretary who will be the liaison between Brookfield’s management and board members. This position will be responsible for board and committee meeting agendas and material preparation as well as key aspects of annual and special shareholder meetings. The successful candidate will maintain and update corporate records and attend to Canadian and US regulatory filings. This position also includes overseeing the management of the corporate records of Brookfield’s private funds as well as its domestic and international affiliates. While reporting to the Assistant General Counsel the successful candidate will have exposure to many areas of the organization and the opportunity to develop and grow within a dynamic environment.

The ideal candidate will have a secondary school diploma and Institute of Law Clerks certificate course or college level equivalent, along with a minimum of 5 years of experience in the management and administration of the corporate secretarial function of a TSX listed company. Experience with NYSE and SEC requirements will be an asset.

Please forward your resume to Patrizia Aquilino by email at paquilino@brookfield.com or mail to 181 Bay Street, Suite 300, P.O. Box 762, Toronto, Ontario M5J 2T3

