

We are pleased to draw your attention to the following opportunity as an **Executive Corporate Secretary in Moncton, NB**:

**Executive Corporate Secretary
Competition # 03-0949
Regular Position
Moncton, NB**

Atlantic Lottery (ALC) is seeking an **Executive Corporate Secretary** to join their team! Reporting to the President, this management position will be the go-to person for the Chair of the Board and Committee Chairs. Sharp analytical skills mean you can manage Board agendas with one hand while making sure the Senior Management teams are executing the Board's decisions with the other. In other words, you make sure all is in hand.

Our new Executive Corporate Secretary will directly impact the quality of ALC's outcomes. This dynamo will keep up with all matters ALC, give advice to the CEO, Board and sub-committees, and Directors on governance matters relating to the overall management of board activities and priorities. But that's not all. Creating fun requires focus! Our new Executive Corporate Secretary understands the importance of corporate social responsibility, leadership and transparency. They not only understand it – they live it. Whether internally or externally, they know that abiding by the tenets of all things ALC means everyone benefits.

As if all this isn't a tall enough order, you're an experienced leader who has proven time and again the importance of collaboration across an organization.

You're the perfect fit because you have...

- A Master's degree or two to five years of related professional and management experience.
- A demonstrated ability to sustain executive level relationships.
- The ability to work independently and as a key member of the Executive Office team.
- Experience in analyzing and working with operational business plans, strategic plans and corporate infrastructures.
- The ability to interpret corporate strategy into key strategic priorities.
- Strong problem solving, critical thinking, and analytical skills required to manage a variety of projects and work well with short deadlines.
- Advanced skills in Microsoft Office software applications (Outlook, Word, Excel & PowerPoint), web-based research and information collection, are essential.
- Outstanding time management and organization skills.
- The ability to multi-task, assess priorities and competently handle a variety of activities with a high-degree of accuracy in a fast-paced, deadline-driven environment. Adept at archiving, organizing and retrieving material effectively.

Consideration will be given to an equivalent combination of education, training and / or experience.

Why we're the perfect fit

ALC is a lottery known worldwide for its innovation. Our sales are approximately a billion dollars, and perhaps most importantly, all of our profits go back to our community. We feel good about the work we do.

To explore this opportunity please send your cover letter and resume to resume@alc.ca on or before January 21, 2009.

- Please save both items in one word document.
- Name the document as "lastname_firstname.doc". For example, Smith_Jane.doc
- Indicate the competition #03-0949 in the subject line of your email.
- For more information about ALC please visit our website at www.alc.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Click [here](#) to view the Job Posting in French

This opportunity, as well as all previous opportunities can be viewed in the Members Only area of the CSCS website.