

SHORE & Associates

Recruitment of Legal Professionals

1155 University, suite 1414
Montreal, Quebec
H3B 3A7

JOB DESCRIPTION

ASSISTANT CORPORATE SECRETARY LARGE PUBLICLY-TRADED COMPANY FINANCIAL SERVICES SECTOR

RESPONSIBILITIES

- Generally, support the Legal Department senior management and the Secretary in their respective functions, with responsibility for ensuring the proper corporate maintenance of the corporation and certain subsidiaries.
- Prepare Board and Committee meeting: Notices; Agendas;; Materials; Board Books; Logistics; Minutes.
- Maintain the minute books of the various corporate entities.
- Oversee the quarterly filings process.
- Oversee, in collaboration with the Legal Department senior management, the year-end filings process.
- Prepare the Annual General Meeting.
- Manage the relationship with the transfer agent.
- Manage various corporate plans: Stock Option Plan ; DSU Plan; Employee Share Purchase Plan.
- Assist in the preparation and filing of Insider Reports on SEDI.
- Ensure that all required corporate, TSX and securities filings are made at the appropriate time for the corporation and certain subsidiaries.
- Update and maintain corporate books: Book of Companies; Policies and Charters.
- Update various organizational charts and keep track of the movement in the positions.
- Prepare calendars: Blackouts and Board meetings.
- Participate in the Directors and Officers Insurance renewal process.
- Respond to various requests regarding corporate information.
- Respond to questionnaires.
- Draft resolutions.
- Oversee filing/archiving system as well as implementation of the Document Retention/Destruction Policy for the Legal Department.
- Ensure website updates.
- Act as a Secretary, as required, for various subsidiaries and/committees.
- Ensure payment of Directors' fees.
- Keep track of regulatory developments and best practices related to the corporate secretariat field.

Ideal Candidate profile

- 10-15 years of relevant experience, including experience in a publicly traded company
- Sophisticated professional with exceptional technical skills in the corporate secretariat area
- Demonstrates core values: Ethics; Integrity; Confidentiality; Discretion
- Perfectly bilingual (Orally and writing)
- Solid drafting skills
- Very thorough, detail oriented
- Very good current understanding of the legal framework surrounding the corporate secretariat function
- Well organized and disciplined work style
- Sound judgment and common sense
- Team player with superior interpersonal skills
- Affirmative diplomatic presence to reflect self confidence and maturity and a clear potential for continuing growth
- Ability to manage stress during periods of intense activity
- Ability to establish harmonious and effective working relationships at all levels, both internally or externally
- Good listener who consults and accepts constructive criticism
- Problem solving skills, proactive, can do attitude

Location: Montreal - Quebec

CONTACT INFO:

Marie Wong

mwong@shoreassoc.com

(514) 878-2624