



*The BC Assessment Authority (BCA) provides a stable and predictable base for real property taxation in BC. A world leader in the assessment industry, BC Assessment Authority operates as an independent provincial Crown Corporation, governed by a Board of Directors that is appointed by the Lieutenant-Governor in Council. BC Assessment's Head Office is located in Victoria with 18 Area Offices situated in various locations throughout BC.*

**CORPORATE SECRETARY  
COMPETITION 09-30  
VICTORIA, BC**

BC Assessment is pleased to offer a career opportunity as Corporate Secretary in our head office. The Corporate Secretary is responsible for providing strategic and operational support to BC Assessment's Board of Directors and its Committees. This position will be of interest to those who can demonstrate excellent written and verbal communication skills, strong coordination and planning skills and a superior work ethic.

We are looking for a dynamic and professional individual who has a background in corporate governance and demonstrated experience working in a quasi-legal environment with Board of Directors. You hold yourself to a high level of professionalism and have an eye for detail. You embrace customer service and thrive on facilitating a proactive collaborative team approach between the Board and Senior Managers in delivering governance excellence.

Your experience with issues management, strategic problem solving, research and analytical skills demonstrates your leadership skills. You have experience in developing policy and procedures and you keep abreast of corporate governance best practices. The ideal candidate will hold a Paralegal certificate from a recognized institute or an undergraduate degree or related certificate (business or office administration) plus five years related Board experience.

Before applying, please click [HERE](#) to view the job description. Interested candidates are asked to submit a resume and cover letter electronically, in confidence, along with salary expectations, to [Lois.Looman@bcassessment.ca](mailto:Lois.Looman@bcassessment.ca) by May 25, 2009.