

JOB POSTING

Position: *Corporate Secretary*

Ambrose Partners is a growing CFO and Corporate Secretarial group providing services to over 50 small and mid-size companies over the past 5 years. Our team offers an out-sourced solution to private and public companies, allowing them to manage their growing company, while remaining compliant and organized.

We are looking to add an experienced Corporate Secretary to the team. The role would include the following responsibilities:

- assisting with all corporate governance, regulatory, legal, investor relations and administrative matters
- maintain and update corporate records and attend to Canadian and US regulatory filings
- handling all federal, provincial and other corporate filings
- managing share capital and filing required reports
- maintaining minute books
- assisting with annual shareholders' meetings
- responsible for board and committee meeting agendas and material preparation
- general contract administration
- administrative duties, including, filing, typing, and general office administration

Experience and education should include:

- 3 years or more experience as a Corporate Secretary or Law Clerk
- excellent written and communication skills
- ability to compose resolutions, minutes, business letters and general correspondence
- comfort with Canadian securities laws and corporate regulatory matters
- computer literate and able to use MS Excel, MS Word, Adobe Acrobat and Power Point
- excellent organizational skills and attention to detail

The work load is a full-time position with an annual income range of \$60,000 - \$90,000 per year, with additional benefits available. We will be accepting applications until April 30, 2008.

Qualified applicants should send resumes to cwilton@ambrosepartners.com or by fax to: 416-703-6515