

Position Title: Senior Manager, Secretariat  
Company: Confidential  
Location: Halifax, NS  
Closing Date: July 15, 2009

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Our client, a national corporation with its head office in Halifax, is seeking a lawyer to fill the position of Senior Manager, Secretariat. This role will focus on providing corporate governance and legal advice to the Board of Directors and Board Committees. You have leadership qualities, exceptional communication skills, and sound judgment. Your responsibilities will include:

- Providing corporate secretariat support and counsel to the company's executive team and its Board of Directors;
- Providing guidance to members of the Corporate Secretariat team and overseeing all Corporate Secretariat functions, including insider trading, corporate records and filings, director fees and expenses, annual and continuous disclosure obligations, etc.;
- Monitoring and advising the Board and executive on corporate governance trends and developments and securities regulation compliance;
- Providing support to the Board of Directors such as monitoring workflow and mandates of the Board and its committees, preparing agendas, coordinating and preparing meeting materials, overseeing logistics arrangements, etc.

The ideal candidate has been called to the bar of a Canadian province for 5-9 years, has experience working in a secretariat role and is a member or eligible for membership in the Nova Scotia Barristers Society.

Please forward your confidential expression of interest to Maureen Millier at [Maureen.millier@talentworks.biz](mailto:Maureen.millier@talentworks.biz) or call 491.7600 ext. 222.