

Assistant Secretary, Legal (53919)

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POSITION SUMMARY:

The incumbent provides corporate secretarial support to Board and committee meetings of assigned active subsidiaries and is accountable for the preparation of required documentation, assisting in meeting day support and undertaking post meeting activities with respect to the assigned subsidiaries. The position ensures the corporate minute books, records and ledgers and databases reflect the decisions of the Board, are complete, accurate and maintained for the assigned subsidiaries, ensuring compliance with governing legislation and regulatory requirements. The position is an important team member in fulfilling the unit's responsibilities, reacting to unforeseen requirements, interfacing with Directors and Executive Management on Board or committee documentation, adjusting priorities to meet unit timelines, providing back up and support to other positions and the unit head.

Key Accountabilities:

1. Provide corporate secretarial support to certain of the Bank's subsidiaries.
2. Coordinate the efforts of the Administration Officers in the production, and distribution of packages, meeting agendas and other material.
3. Coordinate minute book reviews for internal and external auditors and regulatory bodies such as OSFI, Revenue Canada, maintaining secure custody of corporate information.
4. Prepare corporate documentation and notifications (as required) to reflect acquisition of new corporate entity, amalgamations, or dissolutions.
5. Provide support to the unit head by backing up and supporting corporate secretarial activities performed by other positions within the unit, covering for illness and vacations and assisting in meeting workload peaks.

QUALIFICATIONS:

- Detailed knowledge of corporate secretarial best practices / requirements and the regulatory requirements of the Trust and Loan Companies Act, Insurance Companies Act, Canada Business Corporations Act, Business Corporations Act (Ontario), Delaware General Corporation law, Investment Dealers Association and keep abreast of all changes thereto and of the implications of those changes;
- Broad knowledge of the corporate governance environment;
- Thorough knowledge of the various company by-laws, board and shareholder resolutions, board policies, internal bank/subsidiary structure and other key procedural regulatory requirements;

- Innovative thinking is required to manage workloads and adapt to changes in the regulatory environment and industry;
- Superior organizational, Team and Relationship Building Skills;
- Professional and confident demeanor;
- Excellent Communication skills;
- Ability to deliver consistent and superior customer service;
- Superior product quality standards;
- Timeliness;
- Diligence and due care;
- Excellent Microsoft Word skills.

APPLICATION INSTRUCTIONS:

- Please copy and paste the below link into your Internet browser and apply directly online:

http://recruiter.kenexa.com/scotiabank/cc/CCJobDetailAction.ss?command=CCViewDetail&job_REQUISITION_NUMBER=26408&ccid=bupJEdUjsTs%3D

The Scotiabank Group is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted.

No agencies please.