



WATSON focuses exclusively on governance. Since 2005 WATSON has helped hundreds of organizations establish and improve their approach to governance; conduct board, director and CEO evaluations; educate their boards and management team; plan for board and CEO succession; and connect with high performing directors and CEOs. WATSON provides strategic support and advice to public sector entities, private companies, public companies, major trade and professional associations and not-for-profit organizations.

We believe the best corporate secretaries are indispensable strategic advisors who act as liaisons between the board and management. Clients value WATSON's governance acumen, technical knowledge and commitment to enhancing organizational performance. They trust our ongoing advice to ensure their committees and practices are maximizing board contribution. WATSON's corporate secretaries are reliable, professional, energetic and high performing.

Our team is growing and we are seeking a dynamic individual to join the WATSON Corporate Secretarial support practice.

## ASSISTANT CORPORATE SECRETARY

This is an exciting opportunity for a self-starter focused on client service excellence. You will contribute to the client's experience during all aspects of WATSON's governance and corporate secretarial projects, strengthening the WATSON relationship with our clients, increasing retention and providing opportunities for additional services. Key aspects of this role include coordinating communications, meetings and solutions with both clients and the WATSON Corporate Secretarial team. You are responsible for preparing relevant documentation for our corporate secretarial clients' board and committee meeting cycles, taking minutes at client board and committee meetings, maintaining clients' corporate records, and providing administrative support to WATSON's Corporate Secretarial team.

Who are you? Coupled with relevant post-secondary education, you have 5+ years of relevant experience as a paralegal or an Assistant Corporate Secretary. A quick learner with a client-focused attitude, you take initiative and are able to multitask and meet concurrent deadlines with a high level of professionalism. You are detail oriented, have experience as a professional minute taker and are an expert in MS Office applications and related programs in a Mac environment. You have exceptional interpersonal and communication skills. You care about people, high standards, respect, and diversity, and enjoy working in a confidential environment with senior executives and directors.

To explore this role further, in strict confidence, please email your cover letter and [CorpSec@watsoninc.ca](mailto:CorpSec@watsoninc.ca) by August 7, 2015.