

# RECORDING SECRETARY

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1 Year Contract – Fully Virtual  
Trustees of the WSIB Employees' Pension Plan Fund



## **3 years of minute taking and supporting a board committee**

Your ability to write is more important than the title you had.



## **Exceptional communication skills**

Follow a complex conversation, get to the heart of it, and then record it accurately and concisely.



## **Crackerjack organization skills**

...and computer skills, prioritizing tasks, and possibly an aptitude for herding cats when it comes to pinning down meeting dates.



## **Is this role right for me?**

If you are discreet, poised, and politically savvy, and have a passion for record keeping and building history of decisions through scrupulous documentation, then yes!

Apply at [careers@wsibepp.com](mailto:careers@wsibepp.com).