

**Position – AVP Corporate Secretary**

**Company – Aviva Canada Inc.**

**Location – Markham, Ontario (can also be situated of our Toronto downtown King/Bay location with 2 – 3 days per week travel to Markham)**

**Application Deadline – January 31, 2018**

**Contact Details – please apply directly online to this link:**

**[https://aviva.wd1.myworkdayjobs.com/en-US/External/job/Markham/AVP-Corporate-Secretary\\_R-60872-1](https://aviva.wd1.myworkdayjobs.com/en-US/External/job/Markham/AVP-Corporate-Secretary_R-60872-1)**

### **Position**

Responsible for providing a high level of corporate secretarial services to the Board of Directors of Aviva Canada Inc. and its seven insurance subsidiary companies.

#### ***Board and Board Committees***

Oversight of logistics and scheduling; drafting agendas; proofreading of papers; posting of materials to the directors' portal; attendance to oversee procedures, minute taking, and subsequent approval of minutes; follow-up actions; updating of records and filing of regulatory reports. Supports the Board Chair and acts as a liaison between the directors and management team.

#### ***Regulatory***

Ensures compliance with all authorities as required by company bylaws, relevant government laws and regulations, keeps up to date on current and prospective legal requirements that impact the Board or the Board Committees on corporate governance, and ensuring corporate records are in good order and corporate regulatory filings are accurate and complete.

Manages a team of four direct reports with responsibilities for federal and provincial regulatory filings, agent licensing, company records maintenance, company history, and organizational structure.

For UK parent, responsible for updating global company database and internal governance website, timely responses to monthly, quarterly, semi-annual and annual information requests and attestations. Works with Group Secretarial colleagues to implement global policies, including subsidiary governance guidelines, board and committees' annual effectiveness reviews, board succession planning, board of directors' changes.

#### ***Other***

Acts as Secretary and director for several smaller Aviva Canada Inc. subsidiary companies. Works with General Counsel on special projects, including governance initiatives at the local level.

Supervises four direct reports and shared Administrative Assistant.

Reports to General Counsel and Chief Legal Officer.

### ***Candidate Profile***

Experienced results-oriented Corporate Secretary. Independent and seasoned professional capable of providing corporate secretarial expertise to the Board of Directors. Uses sound judgment and expertise to handle competing demands in a fast-paced organization. Understanding of and commitment to governance and compliance issues in the Canadian environment. Outstanding organizational skills, detail oriented. Mature influencing style dealing with a variety of issues and audiences. Reputation for integrity, discretion and sound judgment. Able to build relationships across the organization to deliver against goals.

### **Additional Information**

Aviva Canada is committed to providing accommodations for people with disabilities during all phases of the hiring process including the application process. If you require an accommodation because of a disability, we will work with you to meet your needs. Applicants need to make their needs known in advance. If you are selected for an interview and require an accommodation, you are encouraged to advise the Talent Acquisition Partner who will consult with you to determine an appropriate accommodation.