



**Independent  
Review**

**Company:** Independent Review Inc.

**Position:** Assistant Corporate Secretary

**Location:** Toronto, Ontario

**Position** Deadline April 30, 2021

**Independent Review Inc. (IR) is a unique service provider supporting Independent Review Committees and Investment Managers across Canada. Our core business is to help our clients achieve best practices as they model sound fund governance for the investing public. We provide corporate secretarial support and consulting advice to over 35 clients and run about 130 meetings a year involving approximately 80 individual independent review committee members.**

**IR is now seeking a motivated and experienced professional to work as an Assistant Corporate Secretary reporting to the Managing Director.**

**As a fast-paced entrepreneurial company, we are looking for an energetic hard-working person who is meticulous about details and client service.**

### **Job Description for an Assistant Corporate Secretary.**

Independent Review Committee (“IRC”) meetings are like board meetings. The ideal candidate is comfortable managing the activities outlined below. People skills are also important as part of the day-to-day tasks. Due to COVID, the IR team is working remotely from their home offices. We anticipate that working from home will continue until 2022.

### **Roles and Responsibilities**

- Prepare agendas and documents for all IRC Committee meetings, approximately 100 regular meetings and 30 ad hoc meetings a year.
- Attend all meetings to prepare the first draft of meeting minutes.
- Maintain the meeting notes to assist the Managing Director in finalizing the minutes as well as coordinate any recommended changes to the minutes from the IRC Committee members.
- Follow up and track completion of action items arising,

- Once a year, work with IRC Committee members and our clients to prepare the annual calendar for our clients' IRC regular meetings using our calendaring bot.
- Assist in the implementation and training for new clients on Diligent and Padlet, our board portal systems.
- Responsible for managing documentation from inception to final product.
- Ensure the proper and safe storage of all client documents and minutes for ready access.
- Assist in organizing semi-annual client seminars.
- Make annual and quarterly filings on SEDAR, as required.

### **Qualities and Experience**

- 3 to 5 years of progressive corporate governance experience
- Corporate secretarial experience in financial or legal services considered an asset.
- Strong English writing and exceptional organizational skills with the ability to prioritize and multi-task.
- Advanced knowledge of Microsoft PowerPoint, Word and Excel, Acrobat Adobe and ability to learn new software programs.
- Proven ability to track outstanding items across the client base and strong inter-personal skills in dealing with them.
- A strong collaborator and team player who works well across organizations meeting established timelines.
- Ability to work well remotely.

### **Attributes**

- Professional presence to build confidence in the client base.
- Service oriented
- Excellent attention to detail and accuracy
- Sound judgment and strong inter-personal skills

### **Education**

Bachelor's degree or College diplomas recognized by ILCO.

Salary is \$65,000 with bonus eligibility. Starting date March 29, 2021

**To apply for this position, please email your cover letter and resume to:**

[info@independentreviewinc.com](mailto:info@independentreviewinc.com)