

Job Title: Assistant Corporate Secretary

About Us

As Canada's largest automobile association, we are passionate about keeping our Members safe-- whether they are on the road, at home, or travelling abroad. Meeting the diverse needs of our two-million Members requires high performing, forward thinking, and innovative people who work collaboratively to keep propelling our business forward. Life at CAA Club Group is fast paced, performance-driven and rewarding. We value our Associates' career growth and ongoing professional development-- and we regularly recognize their achievements and outstanding results. CAA Club Group (CCG) is known for providing stellar emergency roadside assistance to our motoring Members and non-Members. We work hard and play hard. We're about doing what's right and feeling good about it.

Who We Are

We are seeking a highly motivated and career minded individual to join our Legal and Compliance team in this role.

Position Details

In this role, you will be working on things like:

- Assist with convening Board and Committee meetings of parent company and subsidiaries, including, but not limited to, preparation of meeting materials, coordinating agendas and minutes, and supporting the execution of the Boards' annual and quarterly governance processes
- Coordinate the annual Board and Committee meeting schedule and logistics, head office or off-site, including calendar, location requirements, catering and set up
- Liaise/collaborate with senior management and executives to ensure coordination and timely decision making for action items

Job Requirements:

- Post-secondary education (preferably in corporate governance related field)
- Solid understanding of corporate secretarial/corporate governance best practices
- Ability to work well under pressure, prioritize multiple projects and meet deadlines
- Excellent communication skills (verbal and written)
- Strong understanding of corporate governance practices is highly valued. Should have an affinity for governance
- Sound judgment regarding ethics, discretion, privacy and confidentiality requirements

Our Commitment

We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). CAA CCG will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Please apply to this opportunity by visiting our website at <http://www.caasco.ca/careers>