

As one of Canada's Best Managed Companies for 16 consecutive years, Concentra prides itself on fostering employee engagement and a workplace of openness and respect.

Concentra is Canada's leading provider of wholesale banking and trust solutions to credit unions from coast to coast. With deep co-operative roots, Concentra is focused on creating value for the credit union system. We partner with credit unions to ensure over five million Canadian members can choose competitive financial services from their local credit union.

Concentra Trust – a wholly-owned subsidiary – has been delivering estate and trust services nationwide for over 65 years.

Concentra employees enjoy a competitive total rewards package and flexible work environment. We are looking for a results oriented individual to join our team in our Regina, Saskatoon, Surrey or Vancouver location, or from your home office environment.

Governance Assistant

(Full-time, Permanent Position)

Key Outcomes:

The Governance Assistant works closely with the Governance team to balance delivery of advanced support and administrative assistance to meet the needs and expectations of our Board of Directors and Executive Team. This position is responsible to manage administrative and business support details for a team of diverse, cross-functional executive, using experience and specialized knowledge of the department team, executive and directors. The Governance Assistant is expected to exercise the strictest confidentiality and highest level of professionalism in dealing with affairs of the Bank and in handling sensitive, personal and confidential matters and materials.

The Governance Assistant delivers synergetic support to the Governance Team for matters requiring coordination for collective action. This includes supporting Governance in successful gathering and delivery of executive management reporting and presentations to fulfill quarterly / annual board governance cycle requirements, and collaborating as necessary to understand executive deliverables and initiate, prepare, and coordinate committee and board meeting materials and communications. This position organizes and champions templates, reporting standards, and deadlines, and coordinates information flow to support the creation and review process for quality, board-level strategic reporting. This position also prepares agendas and other written materials, manages logistics including venue and accommodation arrangements, arranges guest attendance, develops and distributes pre-read reports, presentations, and meeting materials, and records notes/minutes as appropriate.

Qualifications:

- Completion of a post-secondary degree or program in a business field is preferred
- Five years' experience dealing with the administration of legal, governance, and/or other complex business matters, preferably in the financial services industry
- Equivalent combination of education and experience will be considered.
- Completion or commitment of enrolment of a recognized paralegal (or comparable) program from a recognized university or technical institute would be preferred

Applications for this opportunity accepted until end of day **May 4, 2021**.

To apply, please visit our Career page at www.concentra.ca

At Concentra, our goal is to achieve a workforce as diverse as the people we partner with. We encourage all members of the designated groups; aboriginal people, persons with disabilities, women, visible minorities and others to join our team. Concentra strives to provide a safe and respectful work environment free of discrimination and harassment and is committed to an inclusive, barrier-free recruitment and selection processes.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.