



EXCHANGE BANK™
OF CANADA

Canada's Foreign Exchange Bank

EBC JOB AD

Assistant Corporate Secretary



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Exchange Bank of Canada (EBC) is a Schedule 1 bank based in Toronto, Canada.

Discover the opportunity to join an international, dynamic, and responsible bank that fosters the development of all its employees. Every day, we empower employees to achieve more. As we are a new bank in Canada, each employee is given a unique experience and great opportunities for a career growth.

As a specialist in wholesale foreign exchange services, EBC provides a wide range of foreign currency exchange and international payment services to financial institutions and corporations tailored to streamline processes and delivered with unparalleled customer service.

Our Value Statement: We help our clients identify and create foreign exchange solutions, delivering a best practices approach through unparalleled customer service and integrated technology to create significant financial and operational efficiencies.

Exchange Bank of Canada is looking for a proactive, results-driven, and organized professional with solid experience in both administrative and governance practices to the join the team as an *Assistant Corporate Secretary*.

Position Summary: This unique role is integral in providing support to the Board of Directors and Executives Leadership to support the execution of the overall governance framework. The incumbent must demonstrate a solid understanding of corporate secretarial and corporate governance practices, have excellent interpersonal skills with the ability to establish excellent working relationships with individuals at all levels and have the proven ability to work in a complex, regulated corporate environment.

Key Responsibilities:

Reporting to the Director, Corporate Governance and Corporate Secretary, the Assistant Corporate Secretary will assist in the administration of Board and Committee operations and overall corporate governance framework by providing support as follows:

- Assist the Corporate Secretary with convening Board, Committee and Management meetings of parent company and subsidiaries, including, but not limited to, management preparation of meeting materials, coordinating agendas and minutes, and supporting the execution of the Boards' annual and quarterly governance processes.
- Assist the Corporate Secretary with document management, including drafting resolutions, regulatory filings, policies, contracts and company records.
- 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.
- Handle all aspects of Directors' travel arrangements, reservations and expenses.



- Ensure proper record-keeping and documentation practices are implemented.

In addition, this role provides high-level administrative support to Company Executives, including but not limited to the following activities:

- various clerical duties, including drafting correspondence, formatting documents, reports and presentations
- Oversees the coordination and planning of significant corporate events;
- Additional responsibilities, as needed

Qualifications and Skills:

- Strong attention to detail, excellent time management skills, ability to work under pressure and prioritize
- Exceptional interpersonal and communication skills, written and oral
- Ability and willingness to adapt to, and work effectively, within a variety of situations, and with diverse individuals.
- Highly professional, discreet, collaborative and resourceful
- Excellent technical skills including advanced proficiency with MS Office and related applications

Required Education and Experience:

- Post-secondary education
- 3-5 years' experience working in a Board Support function, Legal Secretary or Law Clerk
- Experience with Board Portal Software
- Solid experience with board governance processes; good understanding of high-level corporate and regulatory administration

Benefits:

- Commuter Reimbursement - EBC will pay the toll, bus or metro cost in and out of work
- Holiday Pay - Paid day off for 10 designated holidays throughout the year
- Paid Vacation Time Off
- Paid Sick/Personal Time Off
- Health/Dental/Vision Basic Life, AD/D, and Short/Long-Term Disability

Please note: Due to the current COVID-19 Pandemic, the role will start off as a remote position. Once things have settled down and are safe, the role will transition to an on-site position in Toronto, Ontario.

Please send your resume to: Recruitment@cxifx.com

Application Deadline: March 12, 2021 by 5:00 PM EST