



Corporate Secretary & Executive Assistant (temporary)

Burnaby, BC

G&F Financial Group is looking for an experienced and proactive individual with solid experience in governance practices as well as leadership capabilities to join our team as **Corporate Secretary & Executive Assistant**.

This role contributes to a superior member experience by aligning activities of the Co-CEO's office, the Board of Directors and senior management teams to ensure effective collaboration and efficient execution of strategic objectives. This position provides Governance support to the Board of Directors as well as leadership to the Administration team.

This is a temporary position expected to last for up to one year.

What we are looking for:

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

Accountabilities:

Board of Directors

- Arranges board/committee meetings and acts as recording secretary; plans and determines agendas and provides expertise, advice and recommendations related to a broad range of corporate and regulatory compliance.
- Acts as board liaison; manages meeting logistics, including the coordination, preparation and distribution of materials, meeting agendas, notifications and meeting minutes; drafts and prepares official minutes and prepares resolutions for Board of Directors and Board Committees.
- Coordinates and maintains appropriate corporate records and registrations.
- Provides advice on corporate governance issues and information on best practices.
- Prepares for and attends each meeting of the Board of Directors and Board Committees; serves in staff support role.
- Assists with all matters pertaining to the Board of Directors and subsequent activities such as Director recruiting, nominations and elections, Board Member Competency Assessments, Board Skills/Experience Matrix, meeting surveys, Annual General Meeting etc.

CEO's Office and Executive Team

- Supports CEO's Office and Executive meetings by managing calendars, producing agendas, taking and distributing minutes and preparing and distributing reports.
- Ensures timely monthly reporting to regulators as required.
- Oversees the coordination and planning of significant corporate events; develops and manages relationships with organizations and groups to build and promote G&F's community commitment and corporate social responsibility.
- Supports the CEO's office for internal and external meetings, communications and travel requirements.
- Maintains and monitors files and records pertaining to the Co-CEOs' Office and Board of Directors.



Administration Team

- Leads and manages the corporate Administration team, ensuring performance and developmental standards are developed and met; effectively coaches direct reports to develop capabilities and support successful and consistent performance and brand delivery.
- Translates and communicates G&F's strategies and objectives with direct reports to ensure successful execution of the annual business plan.

Experience Required:

- Post-secondary business degree or diploma
- Minimum 5 years' related experience
- Solid experience with board governance processes; good understanding of high-level corporate and regulatory administration
- Good experience with taking accurate and detailed meeting minutes

Why work for G&F?

As well as working alongside a passionate and empowered group of fellow professionals and an opportunity to build, develop and further your career, we offer a comprehensive compensation plan which includes fully paid employee benefits. G&F also offers a unique culture of community involvement where you can contribute to causes that are important to you. You can feel great about working for us!

How to Apply:

Please submit your application online through www.gffg.com/careers. We sincerely thank all applicants for their interest; however, only shortlisted candidates will be contacted for an interview.