

MAKEYOURMARK

Assistant Corporate Secretary & Governance Officer

Gore Mutual has a very exciting opportunity to join our team as an Assistant Corporate Secretary & Governance Officer. Joining our team will provide you with a unique opportunity to contribute to an evolving practice with a company that is going through an exciting transformation.

We are on a new path called NEXT HORIZON

The insurance industry is changing at an exponential pace, driven by changing customer experience, climate change and technology. In response Gore Mutual is making bold moves to reposition our company as a purpose driven, digitally led national insurer. Next Horizon is our 10-year vision and strategy that sets a new path for our company.

Come and make your mark on our Next Horizon!

Reporting to our Chief Compliance Officer and Corporate Secretary, we are looking for exceptional talent with solid experience in corporate secretarial, corporate governance and general legal practices to support the execution of the overall governance framework.

What will you do?

- Plan, prepare for, and minute board, committee, subsidiary, and charitable foundation meetings, which includes preparing agendas, meeting materials, reports, minutes, resolutions, and filings
- Maintain corporate records including minute books, budgets, and registers
- Plan, prepare for, and minute member meetings, which includes preparing notice of meeting, proxy circular, annual report, and member communications
- Administer board evaluations and performance assessments, onboard and director orientations, compensation reviews, RFPs and retention of external advisors and consultants, and research initiatives, among others
- Assist with audit trail documentation and responses to internal or external audits
- General corporate, governance, legal duties and special projects

What will you need to succeed?

- Minimum 7 years' experience working in a similar role or board support function, ideally in the P&C insurance industry
- Solid experience with board governance processes and legal administration
- Solid understanding and experience with corporate law
- Post-secondary education in corporate secretarial and/or corporate law is preferred